



# TOWNSHIP OF KING ACCESSIBILITY PLAN 2003

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# TOWNSHIP OF KING ACCESSIBILITY PLAN 2003

## SECTION 1: TOWNSHIP OF KING - OVERVIEW

The Corporation of the Township of King  
2075 King Road  
King City, Ontario  
L7B 1A1

Key Contact: Chris Somerville, Clerk  
Telephone: (905) 833-5321, Ext. 234  
Fax: (905) 833-2300  
E-mail: [csomer@township.king.on.ca](mailto:csomer@township.king.on.ca)

Population: 19,500

### Municipal Highlights

#### 1.1 Location

The Township of King is rural municipality located approximately 15 Km north of the City of Toronto. The Township of King is one of 9 municipalities which comprise the Regional Municipality of York.

#### 1.2 History

Incorporated in 1850, the Township has a rich history full of colourful characters and industrious people. The early natives who first arrived in King discovered the shortest route between Lake Ontario and Lake Simcoe was to paddle up the Humber River, portage across the Oak Ridges Moraine and set the boats down again in the Holland River. This route became known as the Toronto Carrying Place and was later used by fur traders and adventurers, including Samuel de Champlain in 1615.

Settlers first arrived in the late 1700s. Most came as United Empire Loyalists moving north to Upper Canada from the newly formed United States of America. Many were Quakers from Pennsylvania. Lloydtown and Schomberg are settlements founded by Quakers. The Quakers were a hard working, peaceful and religious people who built a new life out of the rich soil of the Township. As other settlers joined the Quakers, they cleared the forests which dominated the land and began to build communities.

The first communities in King grew up along Yonge Street, the first road through the Township of King, was completed in 1794. Other early communities grew up around fast flowing streams and rivers which provided power for saw and grist mills. Kettleby, Lloydtown, Schomberg, Laskay, Eversley and Glenville are all communities which owe their early existence to mills.

The early settlements of the Township changed over the years, as new means of transportation and economy changed, so did the communities. Each community has developed its own unique identity and character, steeped in tradition and still retaining a rural flavour. The rich heritage of the municipality is preserved through the efforts of Heritage King, Local Architectural Conservation Advisory Committee (LACAC), the King Township Historical Society and the King Township Museum Committee.

### **1.3 Rural & Natural Character**

The natural features of the area and its close proximity to major employment and recreational opportunities make King Township an attractive community in which to live, work and play. Approximately 70 % of the township is situated on the Oak Ridges Moraine characterized by rolling hills, varied topography, streams, 'kettle lakes' and rivers. Development is carefully regulated to preserve the natural features of the area, with the majority of new growth planned for the three urban areas of King City, Nobleton and Schomberg.

### **1.4 Demographic Information**

The population of the Township of King is estimated at 19,500. The Province of Ontario estimates that 16% of the population have a disability - this means that 3, 120 persons in this municipality has a disability. As the population continues to increase and to grow older, this number will increase. It is estimated that by the year 2020, approximately 20% of Township residents will have one or more visible or non-visible disability.

These statistics provide compelling reasons to identify, remove and prevent barriers that impact a person's ability to access municipal programs and services. This will help to ensure the Township continues to respond effectively to the needs of residents, businesses and people who use the Township's programs and services. As well as individuals and groups are able to live more independently, they are able to participate and contribute more fully in their communities and experience a higher quality of life.

It is also important to note that these statistics will have an impact on the Human Resources and Emergency Services aspects of the Township. It means increases in benefit costs, particularly long-term disability, and extended health resulting from an ageing workforce and a higher risk employee population which will require increased Emergency Services.

### **1.5 Organizational Structure/Municipal Services**



Residents and businesses in the Township receive services from a variety of sources: the federal and provincial levels of government, the Region of York, the municipality and a host of volunteer organizations. The Township is governed by an elected Council comprised of Mayor and six Councillors, each representing a ward.

The Township of King is divided into 6 Wards, each represented by a Councillor, with the Mayor elected at large. The Mayor is the Township's representative to Regional Council.

The Organizational Structure is detailed on the attached chart. (Organizational Structure - Please see Organizational Chart - Appendix "A").

- ◆ **Chief Administrative Officer** assists Council in policy development, and once the policy is determined, works with Township staff in implementing it. The CAO ensures that the resources are available to complete goals set by Council and develops a strategy for the future.
- ◆ **Clerk's Department** is responsible for general public administration, municipal legislation, record keeping, Council/Committee meeting schedules, minutes and agendas, reception and switchboard services, municipal elections, operation of the Nobleton Cemetery, Freedom of Information, licensing. The By-law Enforcement Department is under the supervision of the Clerk.
  - **By-law Department** is responsible for enforcement of the Township's by-laws and property standards.
- ◆ **Treasury Department** is responsible for tax billing and collection, water billing and collection, budgeting and expenditure control, Human Resources and pay roll. The Treasury is responsible for provision of technical services.
- ◆ **Planning Department** is responsible for the Township's Official Plan, land use and zoning information as well as subdivision development agreements.
- ◆ **Building Department** reviews plans, issues building permits and inspects buildings. The Chief Building Official is also responsible for the maintenance of all the Township buildings.
- ◆ **Operations Department** looks after municipal roads, landfill sites, waste management/recycling, watermains, storm and sanitary sewers, sidewalks/walkways, street lighting, park maintenance and engineering. The Township operates a works yard as part of this department and the Parks and recreation Department is under the supervision of the Director of Operations.
  - **Parks and Recreation Department** provides recreation programs, community liaison, parks and trails development. The Township works with a number of volunteer boards of management to operate its facilities on a user pay basis.
- ◆ **Volunteer Fire Department** provides fire protection services through three stations - King City, Nobleton and Schomberg. There are two full-time staff, being the Fire

Chief and the Fire Prevention Officer.

- ◆ **King Township Public Library** system is governed by an independent volunteer Library Board of nine and operates and exists in accordance the *Public Libraries Act*, R.S.O. 1990. The day-to-day operations of the system are looked after by the Chief Executive Officer/Chief Librarian along with three other full-time and 25 part-time staff. Library service is provided for the Township residents from four locations with libraries located in Ansnorveldt, King City, Nobleton and Schomberg.

As public libraries are not departments of their respective municipalities, they are not listed as prescribed agencies within the *Ontarians with Disabilities Act*. However, the King library system is pleased to participate in the creation of an accessibility plan.

**There are No Other Organizations & Agencies Participating in this Plan.**

## **SECTION 2: CONSULTATION ACTIVITIES**

In preparation of this Municipal Accessibility Plan, the Township has consulted with its Accessibility Advisory Committee for advice and recommendations and with the Ministry of Citizenship and Culture representative Catherine Campbell.

### **2.1 Target Group**

Township Council, various committees, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

### **2.2 Activities and Convenor/Time Period Activities Covered**

In response to the requirements of the *Ontarians with Disabilities Act*, the Council of the Township of King established and appointed a five member Accessibility Advisory Committee (AAC) in the fall of 2002. The Township Clerk is the staff liaison for the AAC. The first meeting of the Committee was in November, 2002 where the Terms of Reference were finalized for Council's approval. The AAC discussed and identified its role in processing the Accessibility Plan, and developed its own plan of action for participating in its development.

The AAC proceeded to meet on a monthly basis, and at each of the following three meetings received presentations from members of the municipality's Senior Staff with each staff member explaining his/her area of responsibility in the organization and related accessibility issues. The Committee received and reviewed materials on accessibility matters produced by the Ministry of Citizenship and Culture and from other sources, and opened a resource file. Members of the Committee discussed personal accessibility experiences and shared their individual knowledge and expertise with each other and with Township staff. These discussions provided staff with valuable insights to be used in formulating the Accessibility Plan, and a better understanding of the daily frustrations and barriers faced by persons with disabilities.

During one of the meetings with Senior Staff, it was determined that there was some

confusion about the Township's Parking for the Disabled By-law, and upon review, it was found that it is necessary to prepare a new By-law.

In December the AAC also received a presentation by Catherine Campbell, Consultant, Ministry of Citizenship and Culture, on the *Ontarians with Disabilities Act* and Accessibility Planning. The AAC asked Catherine to investigate avenues of funding for accessibility retrofit projects or for new installations, Catherine later advised that she was unable to find any reference to a funding program.

Township Staff formed a Plan Development Working Group with the Clerk as the Coordinator, and each Township Department preparing its own part of the Accessibility Plan. Key staff members - Clerk, Chief Building Official and Manager of Parks and Recreation - attended training seminars provided by the Ministry of Citizenship and Culture in November and December 2002 on Accessibility Planning.

In December, the Region of York held an Information Meeting to obtain input from various stakeholders on the Draft Terms of Reference for the York Region Accessibility Advisory Committee. The Clerk attended the meeting. The Region finalized the Terms of Reference and began the process of attracting and selecting members, providing copies of the applications to the area municipalities for the convenience of local residents. Correspondence from the Region regarding its Accessibility Advisory Committee was provided and will continue to be provided to the Township AAC for information and to form a linkage with the Regional group for future interaction.

In February, 2003, the Region hosted a meeting to facilitate the establishment of a cross-sectoral staff reference group with the area municipalities, school boards and hospitals within York Region. This provided an opportune time to meet with Regional and other municipal, as well as other agency representatives and share information on how the different organizations are planning to proceed with implementing the requirements of the ODA. This staff reference group will become a forum to develop or share best practices and to share information on specific issues, or initiatives aimed at removing and preventing barriers.

The following describes the activities undertaken in developing the Accessibility Plan:

August - September, 2002: Preparation of report on the Ontarians with Disabilities Act to Council; received approval to proceed with advertising for AAC members; submissions received, AAC appointed.

November, 2002 First meeting of AAC; review & approval of Terms of reference by AAC - later ratified by Council; determination on how to proceed, discussion on municipal buildings, facilities - monthly meetings scheduled for second Tuesday of each month.

Township Staff members attended Training Sessions sponsored by the Ministry of Citizenship and Culture and AMCTO in November, December 2002.

December, 2002 Introduction to Senior Staff members: Chief Building

Official, Manager of Parks & Recreation, Human Resources Coordinator, Chief Librarian - responsibilities, accessibility issues of each department or area.

Presentation by Catherine Campbell, Consultant.

January, 2003

Introduction of Senior Staff members: Fire Chief, Manager of By-law Enforcement, Director of Planning, Director of Operations - responsibilities, accessibility issues of each department or area.

Plan Development Working Group to begin preparing the Accessibility Plan.

February, 2003

Mayor's Task Force invited the AAC to comment on the King City Community Plan. The AAC prepared and submitted a letter encouraging the Task Force to acknowledge the needs of persons with disabilities as essential to all aspects of community life in King Township.

The AAC set April 1, 2003 as the date for the Field Trip, the Clerk advised that staff is working towards having a very preliminary draft of the Accessibility Plan ready by the March meeting so the AAC can take it on the Field Trip and be able to relate to the various facilities.

March, 2003

First draft of Accessibility Plan distributed to AAC. AAC toured the Municipal Offices.

April, 2003

Due to inclement weather, the Field Trip was cancelled twice and re-scheduled for May 6<sup>th</sup>, 2003.

May, 2003

Field Trip completed. Revised Draft of Accessibility Plan distributed to AAC; AAC to prepare comments for final review at June AAC meeting.

AAC held working session on May 27 to finalize comments.

June 10, 2003

Regular Meeting of AAC - final review of revised Plan.



**SECTION 3: PLAN DEVELOPMENT WORKING GROUP**

Working Group Member	Department Represented	Contact Telephone/Fax/e-mail
I. Chris Somerville Clerk	Clerk's Department	(905)833-5321, Ext. 234 Fax: (905) 833-2300 <a href="mailto:csomer@township.king.on.ca">csomer@township.king.on.ca</a>
II. Brian Grubbe Dir. of Building Services Chief Building Official	Building Department & municipal properties	(905)833-5321, Ext. 232 Fax: (905) 833-2300 <a href="mailto:bgrubbe@township.king.on.ca">bgrubbe@township.king.on.ca</a>
III. Stephen Kitchen Director of Planning	Planning Department	(905)833-5321, Ext. 255 Fax: (905) 833-2300 <a href="mailto:skitchen@township.king.on.ca">skitchen@township.king.on.ca</a>
IV. Dennis Gannon Fire Chief	Fire Department	(905)833-2800 Fax: (905) 833-6960 <a href="mailto:dgannon@township.king.on.ca">dgannon@township.king.on.ca</a>
V. Rob Flindall Director of Operations	Operations Department	(905)833-5321, Ext. 225 Fax: (905) 833-2300 <a href="mailto:rflindall@township.king.on.ca">rflindall@township.king.on.ca</a>
VI. Don Young Director of Finance/Treasurer	Finance Department	(905)833-5321, Ext. 242 Fax: (905) 833-2300 <a href="mailto:dyoung@township.king.on.ca">dyoung@township.king.on.ca</a>
VII. Marilyn Loan Human Resources Coordinator	Finance - Human Resources Department	(905)833-5321, Ext. 238 Fax: (905) 833-2300 <a href="mailto:mloan@township.king.on.ca">mloan@township.king.on.ca</a>
VIII. Walt Peacock Manager of By-law Enforcement	Clerk's - By-law Enforcement	(905)833-5321, Ext. 226 Fax: (905) 833-2300 <a href="mailto:wpeacock@township.king.on.ca">wpeacock@township.king.on.ca</a>
IX. Catherine Purcell Manager of Parks & Recreation	Operations - Parks & Recreation	(905)833-5321, Ext. 265 Fax: (905) 833-2300 <a href="mailto:cpurcell@township.king.on.ca">cpurcell@township.king.on.ca</a>
X. Murray McCabe CEO & Chief Librarian	King Township Public Library	(905)833-5101 Fax: (905) 833-0824 <a href="mailto:mmccabe85@hotmail.ca">mmccabe85@hotmail.ca</a>

**SECTION 4 - HISTORY OF INITIATIVES TO IDENTIFY, REMOVE AND PREVENT BARRIERS**

Generally, the Township has not conducted any municipally-wide accessibility initiatives, however there have been a number of projects undertaken by either individual departments or by the volunteer committees which operate the various facilities. Any recent renovations, additions or new buildings have been completed to meet the barrier-free requirements of the Ontario Building Code.

The Committees of Management for the King City, Nobleton and Schomberg Community Recreation Centres in conjunction with the Township raised funds and installed elevators and accessible washrooms in each of the Community Recreation Centres. The Schomberg Community Hall Board installed a chair lift, however, the success of this project is limited.

During Municipal Elections, the Clerk has traditionally advised Deputy Returning Officers that if there is someone 'at the curb' who is unable to come into the building to vote, the DROs are to take the necessary materials to the curb and assist and allow the person to carry out the voting process there. Only accessible buildings are used for Voting Places. For the 2003 Municipal Election, touch screen voting equipment will be used at the Advance Polls to enable the persons with disabilities to vote independently. Magnifying sheets will also be available to assist the visually impaired. Additional training with respect to persons with disabilities will be provided to the Election Staff, with input from the Accessibility Advisory Committee.

The King Township Library Board has initiated a Strategic Plan for 2003, 2004, 2005 entitled "Library Spaces for All" committed to making all buildings and library services accessible. This Plan is incorporated into this document and forms part of Schedule X. The need for an elevator at the King City Library has been recognized by both the Library Board and Township Council and both continue to work towards resolving this issue.

The various Township Departments and the King Township Public Library have provided Schedules I - X (attached) which indicate the barriers that have been identified and addressed.

## **SECTION 5 - OPERATIONAL REVIEW**

As part of the preparation of the Township of King Accessibility Plan, each municipal department conducted a review of its area of responsibility with respect to accessibility issues. This review began in December, 2002, and will be an ongoing process. Individual Department Reports are attached as Schedules I - IX to this document, as well the King Township Public Library has participated in the Township report and has submitted the attached Schedule X.

## **SECTION 6 - DECISION-MAKING REVIEW**

This section of the Plan provides information about how the decision-making processes are to be reviewed. This review includes reviewing policies and practices, capital planning, by-laws approval.

### **6.1 Review Date**

As of the preparation of this Plan, no Decision-making review has taken place. This review will take place in 2004.

## **6.2 Rationale for Planned Review**

The Decision-making Review will take a great deal of staff time and effort. With 2003 being an Election year there is a great deal of additional work particularly in the Clerk's Department, which is the Accessibility Plan co-ordinating department. Each Department has limited staff resources, and is already involved in the organizational review aspects of the Accessibility Plan development. Each Department will complete a decision-making review and identify accessibility-related issues, barriers, and strategies for removal and prevention. This Review will form part of the Accessibility Plan for 2004.

## **6.3 Methodologies for Planned Review**

A review will be undertaken of the Township by-laws, policies, practices and procedures to identify any barriers. A client questionnaire may be developed to obtain input on the policies, practices and procedures of the Township's services and programs.

## **SECTION 7 - TARGETS AND ACTIONS**

This section organizes the targets and actions according to specific departments. Targets are set to establish when barriers will be addressed or actions taken to address preventative measures.

Actions reflective of the strategies imposed to address the barriers are detailed after each barrier itemized. The goal of the actions is to move the Township of King forward in eliminating and preventing barriers. Resources necessary to undertake the actions are noted - resources may include funding for actions or merely staff time dedicated to doing the work proposed or additional human resources.

The target is the anticipated timeline for the action. Targets are not necessarily set within a 12-month period - the nature of the actions may be phased in over a number of months or years depending on the resources and priorities of the community.

### **7.1 Monitoring**

The Township will establish a monitoring process that is proactive in nature to keep all departments and Committees on track to complete set targets. Targets may be re-evaluated to adapt to changing circumstances. The Accessibility Advisory Committee will be involved in creating a monitoring process and in the actual monitoring itself.

### **7.2 Future Annual Accessibility Plans**

Once this initial plan has been created, future plans will focus on the targets achieved and work completed with an update of plans for the next year.

Once existing barriers have been eliminated and preventative measure such as accessibility standards and guidelines have been implemented, the annual accessibility plans will address the ongoing suitability of the guidelines, how they are used and identify exceptional impacts on these plans.

It is important to note that elimination of existing barriers may not be practical or financially

possible. Our goal is continuous improvement of accessibility, however, where barriers continue to exist our goal will be to ensure there are appropriate alternatives.



## **SECTION 8 - TOWNSHIP OF KING ACCESSIBILITY ADVISORY COMMITTEE**

In response to the enactment of the *Ontarians with Disabilities Act*, the Township advertised for participants and selected the following residents to form the **Township of King Accessibility Advisory Committee**:

Dorothy Izzard Vice Chair	14615 Weston Road King City, L7B 1K4
Beverley Barra-Berger	32 Simon Henry Drive Nobleton, L0G 1N0
Gordon Davies	45 Glenview Heights Lane Newmarket, L3Y 4V9
Judy Jaeger Chair	20 Mactaggart Drive P. O. Box 1070 Nobleton, L0G 1N0
Kathleen Patterson	17 Elizabeth Grove King City, L7B 1H7

### **8.1 The Accessibility Advisory Committee Statement**

#### **Introduction**

People with disabilities represent a significant and growing part of King Township. Current estimates of 16% of the population are expected to grow as people age and acquire various disabilities. Fundamental to quality of life for persons with disabilities is the opportunity to access and participate in the community and all it has to offer. This would include ensuring access to adequate transportation, workplace, community and recreational facilities. Ensuring accessibility for persons with disabilities can require additional funding which must be considered as a necessary and wise investment rather than as an additional expense. The integration of persons with disabilities must be considered essential as part of any framework for a healthy, thriving and growing community.

The Accessibility Advisory Committee of King Township believes that there are certain principles which should guide the Township and its partners in efforts to improve access and usability for the widest constituency. These principles are:

1. **An Inclusion Mindset** - Improvement and ensuring access is not about doing something 'special' for a few people. It is about creating an environment where all members of the community have equal access in the physical, intellectual, social and spiritual aspects of life and that access is with dignity. The mindset is to create the spirit of wanting access for all instead of 'what we have to do' and is achievable through leadership and a systematic approach.
2. **Integration** - Accessibility goes beyond physical buildings extending to technology, provision of services employment and economics. The goal of accessibility is to

have full integration of access concerns early in the planning, design and implementation of any new or retrofit initiative.

3. **Standards** - The standard for true accessibility often goes beyond the Building Code requirements. Other considerations should include safety, practicality and common sense.
4. **Education** - Public awareness is a basic and crucial factor in achieving the goals of the accessibility plan. Engaging both persons with disabilities together with the general efforts to improve accessibility is a must.
5. **Timing** - Given retrofit is always costly, disability concerns should be introduced in the conceptual and planning stages and require consistent and ongoing application.

The Committee recommends that the Township adopt the accessibility Plan and accept the following recommendations:

- a) Practicality and economics require a planned investment and long term commitment to improve access, particularly in the case of existing facilities and programs. To begin new projects, processes, policies and programs must include accessibility as part of the standard review process.
- b) Township officials to be aware of and knowledgeable about accessibility considerations in their spheres of influence and to show leadership in the carrying out of this aspect of their duties.
- c) There are a number of simple, relatively quick and easy improvements that can be undertaken with minimum investment to signal to the community that the Township is committed to improving access for all citizens, current and future.
- d) Wider awareness within the Township should be undertaken with the assistance of the AAC.

## **9. ACCESSIBILITY PLAN SUMMARY**

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. To this end, the ODA mandates that each municipality with a population of over 10,000 establish an Accessibility Advisory Committee and to prepare an Accessibility Plan.

This document is the first Accessibility Plan for the Township of King. This plan was prepared by the Accessibility Working Group (staff), with advice, comments and input from the Accessibility Advisory Committee (volunteer members of the community). This report describes measures that have been taken in the past in identifying and removing barriers, and indicates measures the Township will take in the 2003 - 2004 to identify, remove and prevent barriers to people with disabilities who use the facilities and services - including staff and members of the community at large.

Working with the Accessibility Advisory Committee has provided an opportunity for the Working Group to understand more about the broad range of disabilities and how to identify and remove barriers - not only the physical barriers that most of people are familiar with, but also informational, attitudinal and other barriers. One of the most significant findings of the Accessibility Advisory Committee is the need for education, training and awareness of disabilities.

The Accessibility Plan is a 'living' document which will continue to map out how the municipality can identify and remove barriers for people with disabilities, and will be revisited on an annual basis, thus allowing Council, staff, and the public to monitor the barriers identified and the direction to which the Township is moving to remove all barriers under the ODA. Achieving accessibility for the Township of King will be an ongoing process. In this first year of accessibility planning the Township has focused on identifying problems and barriers. In the future, the Township will work within its resources and other priorities to remove and prevent those barriers.

## **10. RECOMMENDATIONS**

The Working Group and the Accessibility Committee have identified a number of barriers to persons with disabilities throughout the municipality's many facilities as well as the municipal office. Some of these barriers are simple, inexpensive items which can easily be amended, while others represent a significant financial commitment.

- (a) Municipal staff address all 'small' budget items (such as signage, awareness training) as indicated in the Schedules to the Accessibility Plan wherever possible within the maintenance and operations budget for 2003.
- (b) With respect to the recreational facilities, there is currently a Recreation and Parks Master Plan study being conducted which will report on the Township's needs now and in the future. The Working Group recommends that the findings of the Accessibility Report be referred to the consultant working on the Recreation and Parks Master Plan study for consideration in making recommendations on the facilities.
- (c) With respect to the Township Municipal Office, Council has made a recommendation that

a needs study be conducted under the 'new' Council next year. It is recommended that the findings of the Accessibility Report be referred to the study for consideration as part of the assessment of the Municipal Office.

- (d) For the 2004 Accessibility Plan, taking into consideration the studies referenced in (b) and (c) above, the Working Group make recommendations for selection of priority projects for Council consideration, time frame and budget approval.
- (e) The Township of King Transportation Advisory Committee be dissolved, and its mandate to 'spread the word' about the York Region Specialized Transit Service become part of the mandate of the Accessibility Advisory Committee.
- (f) The Working Group work with the Accessibility Advisory Committee in researching preparing, and distributing informational materials on accessibility.
- (g) Complaints regarding accessibility issues from the public shall be referred to the Clerk, who will forward the matter to the appropriate Department Head for a response and action. A brief report on the matter at issue and action taken will be provided to the Accessibility Advisory Committee for information.
- (h) Practicality and economics require a planned investment and long term commitment to improve access, particularly in the case of existing facilities and programs. To begin new projects, processes, policies and programs must include accessibility as part of the standard review process.
- (i) Township officials to be aware of and knowledgeable about accessibility considerations in their spheres of influence and to show leadership in the carrying out of this aspect of their duties.
- (j) Township continue to liaise with the Region of York regarding issues under Regional jurisdiction that affect accessibility such as transportation and road safety.





**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**CLERKS DEPARTMENT  
SCHEDULE 1 TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**CLERKS DEPARTMENT**

Responsible for general public administration, municipal legislation, record keeping, Council/Committee meeting schedules, minutes and agendas, reception and switchboard services, municipal elections, operation of the Nobleton Cemetery, Freedom of Information, licensing. The By-law Enforcement Department is under the supervision of the Clerk.

**CONTACT**

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csomer@township.king.on.ca

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

This Department provides services to Township Council, various committees, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.3 Accessibility Statement**

The Clerks Department plans to review departmental, municipal election, council and committee processes to identify and remove barriers that limit accessibility to these processes for persons with disabilities.

**2.1 Clerk's Department - Accessibility achievements to Date**

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
<u>Municipal Elections</u> Voting Stations	Physical Architectural	Physical	<ul style="list-style-type: none"> <li>• historically, election staff were instructed to attend electors at the curb if the elector was unable to access the building</li> <li>• the most accessible sites possible were chosen for the 2003 Election, all buildings used as voting stations shall be wheelchair accessible</li> <li>• Voting Stations have been divided to reduce crowding which will provide more space to maneuver wheelchairs</li> <li>• ensure availability of parking spaces for disabled</li> <li>• close proximity of voting stations to parking area</li> <li>• provide 'traffic coordinator' to watch for and assist persons with disabilities</li> </ul>
Method of voting Ability to vote unaided	Physical	Visual Hearing Physically unable to mark ballot	<ul style="list-style-type: none"> <li>• For 2003, Touch Screen voting equipment with audio ballot will be provided for the visually and hearing impaired, and those unable to hold a pen to mark a ballot paper; page magnifiers will be available to assist the visually impaired.</li> </ul>
Provision of notices, directions for voting,	Informational Communicational	Sensory Language Hearing	<ul style="list-style-type: none"> <li>• use of large font &amp; graphics for notices</li> <li>• where possible provide alternate language</li> <li>• educate staff to be able to explain procedures clearly and to recognize non-visible disabilities and to be sensitive to persons with disabilities - will invite input from the Accessibility Advisory Committee for Election Staff training manual</li> <li>• signage for parking</li> </ul>

**2.2 Clerk's Department - Barrier Identification 2003-2004**

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier?</b>	<b>Resources required (Human/Financial)</b>	<b>Timing (When will this be completed)</b>
Review of all Township By-laws to assist Departments to identify any barriers	Conduct inventory, review, bring forward and discuss with Staff Working Group	Human	Spring-summer 2004
Review the Procedural By-law to identify any process barriers for people with disabilities	Review and discuss with and seek input from the AAC	Human	Spring-summer 2004
Review publication standards for Council and Committee Agendas and reports	Assess for most appropriate font based on input from AAC and Canadian Institute for the Blind	Human Financial	Spring/Summer 2004
Investigate/initiate in-house training courses for staff to educate and to develop awareness of disabilities	Discuss with Staff Working Group, coordinate with other departments	Human Financial (2004 Budget)	Spring/summer 2004
Develop a client service survey to identify any existing barriers in service delivery to disabled customers	Obtain input from AAC for survey content, conduct survey (time period), review results and assess	Human	Prepare for Summer/Fall 2003 (Survey could be available for ongoing input)
Physical barriers in Clerks Department: Main entrance not accessible, counter too high for wheelchair access, reception work area not accessible, tile floor very slippery when wet	Refer to Chief Building Official for assessment and cost estimate to remediate	Human Financial (2004 Budget)	Pending review by CBO and availability of financial resources

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier?	Resources required (Human/Financial)	Timing (When will this be completed)
Signage	Signage required for main entrance indicating where the (ramp) wheelchair entrance is located	Human Financial	Summer 2003
Physical barriers in Council Chambers: Portable ramp requires side rails, hand railing, landing area to enable opening of doors; entrance doors difficult to open from wheelchair. Council dais not accessible; public washroom doors not accessible - washrooms require some adjustments.	Refer to Chief Building Official for assessment and cost estimate to remediate	Human Financial (2004 budget)	Pending review by CBO and availability of financial resources
Educational/Awareness Services	Work with the AAC in producing educational printed and web-site material to inform and increase staff and public awareness of disabilities	Human Financial (2004 budget)	Spring/summer 2004
Access to Records/Archival materials, information.	Review of record management to be undertaken to determine ways to make more accessible, eg. Transferring to micro-film or providing electronically. Retain consultant to conduct overview of records management system	Human Financial (2004 budget)	Initiate Spring/summer 2004 - ongoing





**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**BUILDING DEPARTMENT  
SCHEDULE II TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**BUILDING DEPARTMENT**

Reviews plans, issues building permits and inspects buildings. The Chief Building Official is also responsible for the maintenance of all the Township buildings and facilities (Property Services).

**CONTACT** Brian Grubbe, Director of Building Services (905) 83305321, Ext. 232  
Chief Building Official Fax: (905) 833-2300  
[bgrubbe@township.king.on.ca](mailto:bgrubbe@township.king.on.ca)

**1. OVERVIEW**

**1.1** The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee. Building Department Staff conducted an on-site survey of all municipal buildings and facilities and developed an accessibility status report for each, this report is incorporated into this Schedule.

**1.2 Our Customers**

This Department provides services to the Township Council, residents and rate payers, trades, other Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.3 Accessibility Statement**

The Building Department plans to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

**NOTE: This Schedule has 3 parts:**

Part 1: Building Department

Part 2: Township of King Buildings & Facilities - Identification of Barriers & AAC Comments (green pages)

Part 3: Township of King Buildings & Facilities - Strategy for Removal/Prevention of Identified Barriers (blue pages)

**2.1 Building Department - Accessibility achievements to Date**

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
<p><u>Property Services</u>            Provide up-to-date report on how the various Township facilities and buildings satisfy current building code standards relating to persons with disabilities</p> <p>and to identify areas that need improvement:            a) that could be addressed in 2003            b) that require further planning/budgeting</p>	<p>Physical            Architectural            Communicational</p>	<p>Physical            Sensory</p>	<p>The completed report is attached. Numerous barriers were identified.</p> <p>'Small' ticket items such as signage to be completed 2003.            (Further details in attached report)</p> <p>The Township is currently undertaking a Parks and Recreation needs/feasibility study. A further review of the facilities in conjunction with the Parks and Recreation Needs Study is to be undertaken to establish priorities.</p>

2.2 Building Department - Barrier Identification 2003-2004

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier?	Resources required (Human/Financial)	Timing (When will this be completed)
<p><u>Property Services</u> Review current practices relating to all aspects of building accessibility, including physical, sensory and cognitive</p>	<p>Research current best practices utilized in both the public and private sectors for identifying and eliminating barriers. Assist the Accessibility Advisory Committee in developing educational materials for the private sector.</p>	<p>Human - Staff &amp; Consultant Financial</p>	<p>2003-2004</p>
<p><u>Property Services</u> A Needs Study has been recommended for the Municipal Offices. In conjunction with this, the Municipal Offices should be evaluated/assessed for accessibility.</p>	<p>The Study will determine the building's accessibility level measured against current Building Code standards; identify existing barriers or problems areas (signage, colour use, lighting, flooring, technology, reception areas, parking, ramps, washrooms etc.)</p>	<p>Human - Consultant Financial</p>	<p>2004 - Budget</p>
<p><u>Property Services</u> Review of properties owned by the Township and leased (ie. Plaza units) - also to be completed with the above-noted study.</p>	<p>Inspect all leased properties to identify current barriers or problem areas, identify priorities and pending the outcome of the Needs Study, develop a plan to ensure these properties are made accessible.</p>	<p>Human - Consultant</p>	<p>2004 - Budget</p>



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**PLANNING DEPARTMENT  
SCHEDULE III TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**PLANNING DEPARTMENT**

Responsible for Township's Official Plan, land use and zoning information as well as subdivision development agreements.

**CONTACT**

Stephen Kitchen, Director of Planning (905) 83305321, Ext. 255  
Fax: (905) 833-2300  
[skitchen@township.king.on.ca](mailto:skitchen@township.king.on.ca)

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

This Department provides services to Township Council, various committees, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.3 Accessibility Statement**

The Planning Department plans to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

**2.1 Planning Department - Accessibility achievements to Date**

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
N/A			

**2.2 Planning Department - Barrier Identification 2003-2004**

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier?/Strategy to Address	Resources required (Human/Financial)	Timing (When will this be completed)
Disabled Parking By-law	Review and implement on Site Plans	Human	Review and Revision of By-law - 2003, Implementation in Site Plans - ongoing
Rental of external facilities for Public Meetings	Require accessibility	Human Financial	Implement immediately, ongoing
Planning Application Forms both hard copy and on Web Site - Fonts	Review and update	Human	2003
Accessibility Guidelines	AAC to prepare accessibility guidelines pamphlet to be distributed with application packages. This guideline would also be suitable to circulate with Building Department Applications.	Human	2003
Circulation of Commercial/Industrial, Institutional & Multi-residential (5 units or greater) Site Plans to AAC	To be circulated to AAC	Human	Ongoing





**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**FIRE DEPARTMENT  
SCHEDULE IV TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**FIRE DEPARTMENT**

Volunteer Fire Department provides fire protection and emergency services through three stations - King City, Nobleton and Schomberg. There are two full-time staff, being the Fire Chief and the Fire Prevention Officer.

**CONTACT**

Dennis Gannon, Fire Chief (905) 833-2800  
Fax: (905) 833-6960  
Or Keith Wells [dgannon@township.king.on.ca](mailto:dgannon@township.king.on.ca)  
Fire Prevention Officer [kwells@township.king.on.ca](mailto:kwells@township.king.on.ca)

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.3 Accessibility Statement**

The Fire Department plans to review and evaluate accessibility as it relates to disabled persons requiring fire and emergency services.

**2.1 Fire & Emergency Services - Accessibility achievements to Date**

<b>What barrier was identified?</b>	<b>What type of barrier was it?</b>	<b>Disability type</b>	<b>How were these barriers addressed?</b>
Public meeting room provided in the new king City Fire Hall	Architectural	Physical	Fire hall is accessible for all to use this meeting room and the washroom is accessible.

**2.2 Fire & Emergency Services - Barrier Identification 2003-2004**



<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier? Strategy for removal/Prevention.</b></p>	<p><b>Resources required (Human/Financial)</b></p>	<p><b>Timing (When will this be completed)</b></p>
<p><u>Public Education Programs</u></p> <p>Smoke Alarm Program Smoke alarms provided to residents without a working smoke alarm in their home are not able to be used by people with a hearing impairment</p> <p>Accessibility Advisory Committee suggests that in conjunction with the Smoke Alarm Program, a list of persons with disabilities in King Township be created</p>	<p>Purchase and distribute smoke alarms made for deaf people. Provide literature at community fire prevention events with regards to smoke detection devices available to people with hearing impairments. Also include information on these devices on the website. The use of media during this program to make the public aware of such products would be very beneficial.</p>	<p>Human Financial</p>	<p>Our Department is beginning a door to door smoke alarm program in the late May or early June of 2003. <i>NOTE: Due to the SARS outbreak, this program has been put on hold. The Fire Department will attempt to proceed in 2003, pending clearance from York Region Health Dept.</i></p>
<p>Home Escape Planning Very little information is provided on this subject with regards to people with physical challenges</p>	<p>Research will be required in this area, before public education in this area can be distributed</p>	<p>Research to be conducted through the Fire Marshal's Office starting immediately.</p>	<p>Once research in this subject area is complete it can be implemented into our Public Education program.</p>



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**OPERATIONS DEPARTMENT  
SCHEDULE V TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**OPERATIONS DEPARTMENT**

Operations Department looks after municipal roads, landfill sites, waste management, recycling, water and wastewater, watermains, storm and sanitary sewers, sidewalks/walkways, street lighting, park maintenance, and engineering. The Township operates a works yard as part of this department and the Parks and Recreation Department is under the supervision of the Director of Operations.

**CONTACT**

(Position Vacant) (905) 833-5321, Ext. 225  
Director of Operations Fax: (905) 833-2300

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.3 Accessibility Statement**

To plan and provide accessible, safe, cost-effective operations services.

**2.1 Operations Department - Accessibility achievements to Date**

<b>What barrier was identified?</b>	<b>What type of barrier was it?</b>	<b>Disability type</b>	<b>How were these barriers addressed?</b>
Access to sidewalks at road intersections	Architectural, Physical	Physical	Standard Drawing KS-235 approved February, 1980, includes provision of ramps All sites in compliance *to be verified in 2003-2004
Access to hard surfaced connecting walkways	Architectural, Physical	Physical	Standard Drawing KS-320 approved February 1990, includes ramp connections and removable barrier posts All sites in compliance * to be verified 2003-2004
Increased service level on applicable sections of municipal sidewalks to permit safe utilization in winter conditions	Physical	Physical	Stakeholder notifies Operations Department of special needs.

**2.2 Operations Department - Barrier Identification 2003-2004**

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier? Strategy for removal/Prevention.</b>	<b>Resources required (Human/Financial)</b>	<b>Timing (When will this be completed)</b>
Disabled Parking By-law	Will provide input to the review with respect to size of parking spaces required	Human	2003



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**FINANCE DEPARTMENT - TREASURY  
SCHEDULE VI TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**FINANCE DEPARTMENT - TREASURY**

Finance Department - Treasury is responsible for tax billing and collection, water billing and collection, budgeting and expenditure control, as well as Human Resources and pay roll. The Finance Department is also responsible for provision of technical services (Computer System and Website).

**CONTACT**

Don Young (905) 833-5321, Ext. 242  
Director of Finance/Treasurer Fax: (905) 833-2300  
[dyoung@township.king.on.ca](mailto:dyoung@township.king.on.ca)

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies, vendors and suppliers.

**1.3 Accessibility Statement**

This Department will continue to review the services it delivers and the processes it manages with a view to continually improve service quality and accessibility.

**2.1 Finance Department - Treasury - Accessibility achievements to Date**

<b>What barrier was identified?</b>	<b>What type of barrier was it?</b>	<b>Disability type</b>	<b>How were these barriers addressed?</b>
Convenience of paying accounts	Technological, Architectural, Mobility	Physical	Electronic payment options; Pre-authorized payments; Off-site locations, ie. banks throughout the municipality
Persons with disabilities who use guide dogs	Financial	Sensory Physical	Reduced Dog Tag fee for Senior Citizens and No Tag Fee for Guide Dogs.

**2.2 Finance Department - Treasury - Barrier Identification 2003-2004**

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier?</b>	<b>Resources required (Human/Financial)</b>	<b>Timing (When will this be completed)</b>
Information Technology Access to the Township Website	Review of Township Website to update with accessibility options and improved accessibility features RFP to be issued for upgrade - AAC to review RFP	Human Financial	2003 - Part of upgrade of system
Access to Treasury Counter	Determine if there is a way to lower part of the Treasury Counter area without creating a security issue in order to better serve the needs of persons with physical mobility related disabilities	Human Financial	
Purchasing By-law, policies & procedures	Review in conjunction with Accessibility Committee to identify any accessibility issues	Human	2003



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**FINANCE DEPARTMENT - HUMAN RESOURCES  
SCHEDULE VII TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**FINANCE DEPARTMENT - HUMAN RESOURCES**

Finance Department - Human Resources is responsible for providing services to the Township employees and families to meet their issues and needs: compensation, disability management, employee assistance program, employee information and organization data, employee records, human rights, labour relations, occupational health and safety, organizational development, payroll, pension and benefits, policy development, recruitment & selection and training and development

**CONTACT**

Marilyn Loan (905) 833-5321, Ext. 242  
Human Resources Co-ordinator Fax: (905) 833-2300  
[mloan@township.king.on.ca](mailto:mloan@township.king.on.ca)

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

Human Resources provides services to Township Council and Township staff.

**1.3 Accessibility Statement**

This Department will continue to review the services it delivers and the processes it manages with a view to continually identify and reduce barriers and enhance and improve the work environment with a vision of a barrier free workplace for municipal staff.

**2.1 Finance Department - Human Resources - Accessibility achievements to Date**

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
Computer print too small, discomfort - keyboard	Sensory Physical	Visual Physical	Larger monitor provided, ergonomic keyboard provided
Medical disability limits type of ability to participate in some activities	Physical	Medical	Special duties were assigned to suit disability

**2.2 Finance Department - Human Resources - Barrier Identification 2003-2004**



What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy to remove.	Resources required (Human/Financial)	Timing (When will this be completed)
Stereotyping (Attitudinal)	Training of staff to break down attitudes about disabilities whether evident or non-evident	Human Financial	To be initiated in 2003, ongoing
Applications (Informational)	Larger type print for those with low vision. Allow people to take home or provide assistance for filling in the forms	Human	To be initiated in 2003, ongoing
Testing for Job Interviews (Informational) (Technological)	Assistance for those who may require interpretations (learning disabled)  Screen size may need to be larger for those with low visions.	Human  Finance	To be initiated in 2003, ongoing
Position Vacancies (Policy/Practice)	Include a statement to the advertisement encouraging people with disabilities to apply	Human	To be initiated in 2003, ongoing
Job Analysis (Policy/Practice)	In order to determine what positions we are able to accommodate the above, we must know what the actual requirements are for the jobs.	Human	To be initiated in 2003, ongoing
Injury at the Workplace or elsewhere (Policy/Practice)	Return to Work Policy required which will detail the return, modifications to the position, equipment or the workplace	Human	To be initiated in 2003, ongoing
Health & Safety (Physical)	Review emergency evacuation procedures for auditory or visual impact	Human (May have Financial Implications)	2003 2004 Budget



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**BY-LAW DEPARTMENT  
SCHEDULE VIII TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

**BY-LAW DEPARTMENT**

Responsible for enforcement of the Township's by-laws including property standards.

**CONTACT**

Walt Peacock, By-law Enforcement Manager (905) 833-5321, Ext. 226  
Fax: (905) 833-2300  
wpeacock@township.king.on.ca

**1. OVERVIEW**

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff and consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

**1.2 Our Customers**

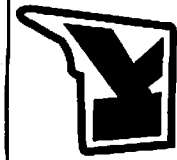
This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.3 Accessibility Statement**

The By-law Department plans to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

**2.1 By-law Enforcement Department - Accessibility Achievements to Date**

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
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<p>Ontarians with Disabilities legislation          on required increase of minimum fine for illegal parking in disabled parking spaces</p>	<p>Physical Informational</p>	<p>Physical</p>	<p>New parking tickets printed and distributed to the York Region Police, advisory stickers have been purchased for all disabled parking signs to be applied spring 2003, By-law Enforcement staff informed of new legislation</p>
<p>Educational/Awareness</p>	<p>Informational Communicative</p>	<p>Non-visible</p>	<p>Staff cognizant of fact that users of disabled parking spaces may have non-visible disabilities</p>

**2.2 By-law Enforcement Department - Barrier Identification 2003-2004**

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>Resources required (Human/Financial)</p>	<p>Timing (When will this be completed)</p>
<p>Township Disabled Parking By-law</p>	<p>In review with the Planning Department, it was learned that the Township By-law for Disabled Parking with respect to # and size of parking spaces has been repealed. Clerk's By-law Dept. to work with Planning and Building Departments to prepare and with AAC for input, and bring forward for Council approval</p>	<p>Human</p>	<p>Summer 2003</p>
<p>By-law Enforcement Department Physical Barrier: small, confined area is not wheelchair accessible</p>	<p>Refer to Chief Building Official for assessment and cost estimate to remediate</p>	<p>Human Financial</p>	<p>Pending review by CBO and availability of financial resources</p>
<p>Assist Clerk in review of all Township By-laws to assist Departments to identify any barriers.</p>	<p>Conduct inventory, review, bring forward and discuss with Staff Working Group</p>	<p>Human</p>	<p>Spring-Summer 2004</p>

## ACCESSIBILITY PLAN 2003

### PARKS & RECREATION DEPARTMENT SCHEDULE IX TO TOWNSHIP OF KING ACCESSIBILITY PLAN

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#### PARKS AND RECREATION DEPARTMENT

Parks and Recreation Department provides recreation programs, community liaison, parks and trails development. The Township works with a number of volunteer boards of management to operate its facilities on a user pay basis.

#### CONTACT

Catherine Purcell (905) 833-5321, Ext. 265  
Manager of Parks & Recreation Fax: (905) 833-2300  
[cpurcell@township.king.on.ca](mailto:cpurcell@township.king.on.ca)

#### 1. OVERVIEW

- The Operational Review for existing accessibility issues took place December 2002 - February 2003. The review was conducted by observation of the workplace and staff, consideration of past comments from the public and with comments/input from the Accessibility Advisory Committee.

#### 1.2 Our Customers

Parks and Recreation Department provides services to the Township Council, Staff, residents, rate-payers, volunteer boards and committees and other volunteer organizations, Region of York and other government staff and agencies.

#### 1.3 Accessibility Statement

This Department will continue to review the services it delivers and the processes it manages with a view to continually identify and reduce barriers and provide safe, accessible, cost-effective services and to enhance and improve the quality of life for all in King Township.

2.1 Parks & Recreation Department - Accessibility achievements to Date

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
Recreation programs that discourage developmental, physical disabilities in the past	Attitudinal	Physical Sensory	<ul style="list-style-type: none"> <li>- Trained staff as mediators</li> <li>- set up visits with parents</li> <li>- program structure changes</li> <li>- education of program coordinator</li> </ul> <p>Completed in 2000, through work with REENA Foundation training and York Region Special Needs Recreation Committee initiatives</p>
Access to Nobleton Pool	Physical	Physical	<ul style="list-style-type: none"> <li>- provided ramp for building</li> <li>- purchased appropriate pool accessories</li> </ul> <p>Completed in 2000</p>
Nobleton Pool Swimming Lessons	Physical Attitudinal	Physical Sensory	<ul style="list-style-type: none"> <li>- instructors trained to work with disabled participants, mediators available where necessary</li> </ul> <p>Completed in 2000</p>
Hiring seasonal staff and program instructors with appropriate training, willingness and experience to work with disabled program participants	Policy/practice	Physical Sensory	<ul style="list-style-type: none"> <li>- All staff hired must be willing to undergo appropriate training if required</li> <li>- preferred experience working with a variety of disabilities</li> <li>- identify skills of each staff member (sign language, etc.)</li> <li>- Crisis Prevention and Intervention training made available</li> <li>- training on dispensing medications</li> <li>- training on lifts &amp; transfers</li> <li>- communication training</li> </ul> <p>Available by staff in 2000</p>
<b>What barrier was identified?</b>	<b>What type of barrier was it?</b>	<b>Disability type</b>	<b>How were these barriers addressed?</b>

<p>Methods available to communicate with participants or parents who are disabled; developmentally, hearing impaired, blind</p>	<p>Communicational</p>	<p>Physical Sensory</p>	<p>Provide information in large prints or verbally where required, work with mediator</p> <ul style="list-style-type: none"> <li>- provide options to communicate with participants</li> <li>- brochure information through a variety of mediums</li> <li>- communication training for staff, with skill identification</li> </ul> <p>Completed in 2000</p>
<p>Program Spaces</p>	<p>Architectural</p>	<p>Physical</p>	<ul style="list-style-type: none"> <li>- ensure program spaces are accessible to participants</li> <li>- program according to needs of participants and the space</li> <li>- trails &amp; outdoor programs, Pottageville Pavilion</li> <li>- program space, park access King City, Nobleton Arenas</li> </ul>

**2.2 Parks & Recreation Department -Barrier Identification 2003-2004**

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy to Remove.	Resources required (Human/Financial)	Timing (When will this be completed)
Municipal Playgrounds - 10 (Physical/Architectural barriers)	No part of current playground facilities are accessible for physical disabilities - all new planned structures or repairs to be looked at for creation of accessible playground (Wray property)	Human Financial	2004 - as opportunities arise
Trails (Physical/Architectural barriers)	Current trails are not accessible - development of new trails, consider paving part of trail system	Human Financial	- as new opportunities arise - capital funds
Nobleton Pool (Physical)	Access to Pool itself limited for physical disabilities - Add lift or railing for stairs	Human Financial	- Capital funds - no current plans
Parks - Osin Lions, Centennial, St. Andrews (Physical)	Grade of park, width of paths - Create accessible grades at entrances, widen paths, stable materials	Human Financial	- some upgrades planned to paths for 2003
Park Washrooms (Physical)	Non-accessible washroom facilities and doorways - refurbish facilities - order accessible portable washrooms	Human Financial	- capital funds - operating funds
Park Signage (Communicational)	Information Signs, Trail Signs, Park By-laws - order signs with larger print, maintain regularly	Human Financial	- no current plans
Parks Parking Lots (Attitudinal, Communicational, Physical)	Not all parks have designated parking areas for disabled patrons - clearly mark parking spaces, monitor parking	Human Financial	- no current plans - allocate spaces at time of parking lot repairs or painting



**2.2 Parks & Recreation Department -Barrier Identification 2003-2004**

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier? Strategy to Remove.</b>	<b>Resources required (Human/Financial)</b>	<b>Timing (When will this be completed)</b>
Facility Rental Agreements	Add clause to all Rental Agreements to indicate accessibility of the facility	Human/Financial	2004



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN 2003**

**KING TOWNSHIP PUBLIC LIBRARY  
SCHEDULE X TO TOWNSHIP OF KING ACCESSIBILITY PLAN**

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**KING TOWNSHIP PUBLIC LIBRARY** (Governed by the King Township Public Library Board)

Operating four libraries within the Township of King at the following locations:

Ansnoerveldt Library, 18997 Dufferin Street, Ansnoerveldt, Ontario L3Y 4V9

905-775-8717 (Branch Head Sharon Bentley)

King City Library, 1970 King Road, King City, Ontario L7B 1A6

905-833-5101 (Branch Head Sharon Bentley)

Nobleton Library, 8 Sheardown Drive, Nobleton Ontario, LOG 1N0

905-859-4188 (Branch Head Mary Oram)

Schomberg Library, 77 Main Street, Schomberg, Ontario, LOG 1T0

905-939-2102 (Branch Head, Linda Chadwick)

The King Township Public Library system

- Information Provider to all residents of King Township and open to all citizens
- Lender of numerous information formats and provider of electronic information resources
- Provides instruction on the use of information formats and information retrieval systems
- Programmes - provided for all patrons throughout the year
- Public Meeting Rooms and equipment rented to the public or used for library activities
- Community development

**CONTACT**

Murray McCabe

Chief Executive Officer & Chief Librarian

(905) 833-5101

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[mmccabe85@hotmail.com](mailto:mmccabe85@hotmail.com)

All Library Branch Heads report to the Chief Executive Officer who in turn reports to the Library Board. Each branch head supervises a small number of public service staff. The branch heads are responsible for the safety and security of their facility and those within. All library workers are employees of the Library Board, not the Township of King and operate under the policies developed by the Board and the requirements of the *Public Libraries Act*.

**King Township Public Library cont'd.**

## **1. OVERVIEW**

All library facilities are continually reviewed in terms of access issues and upgrades and improvements have been made as possible. The last overall review took place in November/December 2002 when a brief report was being prepared for the Township's Accessibility Advisory Committee. Starting in 2003 the Library (KTPL) will be implementing a new three year Strategic Plan which will include a service response entitled "Library Spaces For All". Within that service review a library manager will be comparing the existing facilities against recognized library standards. One of the major points of that review will be "to make all buildings and library services accessible by implementing barrier-free designs in all branches." The CEO and the Manager will work on resolving shortcomings and ensuring adherence to legislated requirements. As the Library Board receives most of its funding from King Township physical renovations and repairs are subject to the level of financial support the municipality provides through the library's annual budget request.

## **METHODOLOGY**

The manager in charge of the Strategic Plans services response "Library Spaces for All" is currently in the process of comparing the four library facilities with recognized library standards. These standards are provided from several institutions such as the Southern Ontario Library Services, Canadian Library Association, and in some instances may be taken from American Library Association manuals. These standards highlight everything from floor space to collection presentation, furniture requirements, to technological improvements or assistive devices. In addition to these standards, are Building Code requirements of the Province of Ontario on which the library will seek input and guidance from the Township of King Chief Building Official.

Other activities will include a survey of staff and patrons at each branch as required by the review process. The manager and library CEO will also welcome input from the Accessibility Advisory Committee in terms of issues of access.

## **1.2 Our Customers**

The KTPL provides library services to the Township Council, Staff, residents, rate-payers, community groups/organizations, residents of other municipalities, and partners with the Southern Ontario Library Service (SOLS), and various federal and provincial ministries to provide the highest standards of library service.

## **1.3 Accessibility Statement**

As discussed above: "to make all buildings and library services accessible by implementing barrier-free designs in all branches." A full and comprehensive review will take place over the next three years within the requirements of the library's new Strategic Plan with improvements or changes being made in an ongoing fashion.  
Please see attachment: KTPL Strategic Plan & "Library Spaces For All".

## **2.1 King Township Public Library - Accessibility achievements to Date**

What barrier was identified?	What type of barrier was it?	Disability type	How were these barriers addressed?
Access to King Library	Physical, Architectural	Physical	Access ramp added at west entrance
Washrooms in Schomberg branch & accessibility of library space	Physical, Architectural	Physical	Grab bars added to washroom More floor space created by removal of some shelving units
Access to Ansnorveldt branch and accessibility of space	Physical, Architectural	Physical	Access ramp added More floor space gained on the main floor with the introduction of two new shelving units, the new shelves are also lower

**2.2 King Township Public Library -Barrier Identification 2003-2004 The KTPL review has not yet been completed.**

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy to Remove/Prevent.	Resources required (Human/Financial)	Timing (When will this be completed)
King City Library - circulation desks at all libraries are not wheelchair friendly (Physical)	2004 capital budget to address this issue at King City, with other branches to follow	Human Financial	2004 capital budget
Schomberg Library - bathrooms do not meet space requirements for wheelchairs (Physical)	To be determined	Human Financial	
Ansnorveldt Library - no public washroom (Physical, Architectural)	Can only be solved with a building expansion and none is planned at this time.	Human Financial	2003
- entrance to Library (Physical, Architectural)	Plan to change the 'swing' of the entrance door	Human Financial	2003

**NOTE:** As the Strategic Plan unfolds a more detailed list of barriers and solutions is sure to be developed as comparisons to

*standards are made.*

*Please see Schedule II - Building Department - Municipal Buildings & Facilities for further information and AAC Comments regarding the Library Buildings.*

### **3.1 Decision-making Review**

Administrative decisions about required changes will involve the manager(s) conducting the review, the KTPL CEO, and the Library Board. Consultation is required with the Township Chief Building Official and budgetary requirements submitted and approved in some cases by Township Council through the Chief Administrative Officer of the Township of King.

### **3.2 Targets & Actions**

#### **Resources Necessary to Undertake Action**

Staff time to investigate and resolve any access issues will happen within regular work periods and solutions, if needed are dependent on budget approval by the Library Board or in some instances the Township and its officials.

### **3.3 Departmental Lead**

The lead manager for the portion of the Library's Strategic Plan that will investigate access issues will be Mrs. Linda Chadwick. Mrs. Chadwick will consult with all levels of staff and the public as required to complete her task. In turn Mrs. Chadwick will submit her findings to the Library CEO who will take action or set in force plans to resolve access issues. If access issues are beyond the Library's ability to resolve on its own, then assistance will be asked of the Township following any required deliberations with the Library Board.

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TOWNSHIP BUILDING/FACILITY**

**TYPE OF BARRIER**

Municipal Offices

Physical  
Architectural  
Informational

Narrow passages throughout work areas would have to be addressed if a person with disabilities were employed.

Additional accessible washrooms should be available in the event an employee becomes disabled. (Washroom near Clerks/Recreation area would be large enough).

Accessible washrooms have following deficiencies:

- signage
- paper towel holder is too high
- access door handles difficult to grip
- access doors difficult to open from wheelchair
- taps should be lever-style handles
- soap containers difficult to handle - should be able to use one-handed
- sinks should have cut out base to allow for wheelchair access
- height of sinks

No signage to indicate location of accessible entrance to building.

Entrance doors are generally not wheelchair accessible.

Ramp for entrance too narrow, needs a 'landing' to provide room to open the door from a wheelchair, needs handrail & lip.

(Tile) floors at entrances are slippery when wet (look into applying a spray with "grit" in it). Small floor mats at entrances are a hazard.

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TYPE OF BARRIER**

**TOWNSHIP BUILDING/FACILITY**

<p>Municipal Office cont'd.</p>		<p>The disabled parking space in front of the office is too far from the accessible entrance (Council entrance); improved signage is needed for the parking space and to identify the accessible entrance.</p> <p>Snow and slush in curbcut at disabled parking space at the front of the Municipal Offices was not shovelled out.</p> <p>Disabled parking space at the drugstore may be too narrow, the curb cut can be blocked by parked cars. Requires improved signage.</p> <p>Council dais not wheelchair accessible.</p> <p>Entrance doors inaccessible; lever handles</p> <p>No barrier free washrooms;</p> <p>No access to washrooms;</p> <p>No barrier free parking spaces</p> <p>No signage</p> <p>Facility is not wheelchair accessible.</p> <p><i>(AAC did not visit this facility)</i></p>
<p>King Museum &amp; Buildings</p>	<p>Physical Architectural Informational</p>	<p>Lip at entrance should be reduced</p> <p>Washrooms: towel dispensers are too high (upstairs &amp; downstairs)</p> <p>Staff advised that flooring of banquet hall will be replaced soon - recommend that colour contrast be added for wayfinding and identifying areas (ie. contrast strip at stairwells, in front of stage, entrances/doors)</p>
<p>King City Community Recreation Centre (Arena)</p>	<p>Physical Architectural Informational</p>	



**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TYPE OF BARRIER**

**TOWNSHIP BUILDING/FACILITY**

King City Arena cont'd.		<p>Excellent viewing area for wheelchairs in the foyer.</p> <p>Confusion with the two main entrances - improved signage</p> <p>Secure flooring an asset, easily accessed elevator of adequate size (visual)</p> <p>No signage re: barrier free washrooms.</p> <p>Accessible public meeting room.</p> <p><i>(AAC did not visit this facility)</i></p> <p>No handicapped parking - however lot is so small may not be possible</p> <p>No signage re: barrier free washrooms</p> <p>Washroom mirror should be lowered or tilted</p> <p>Add lever handles to sinks in washrooms</p> <p>Relocate moveable stage stairs from men's washroom aisle</p> <p>Check settling of ramp at side door (lip)</p> <p>Simple, safe &amp; charming (visual)</p>
King City Firehall	Informational	<p>No barrier free parking spaces, No ramps</p> <p>No barrier free washrooms, hardware</p> <p>Hallways undersized.</p> <p>No signage</p> <p><i>(AAC did not visit this facility)</i></p>
Laskay Community Hall	Architectural Informational	
Township Works Yard (office only)	Physical Architectural Informational	

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

<b>TOWNSHIP BUILDING/FACILITY</b>	<b>TYPE OF BARRIER</b>	<b>IDENTIFICATION/DESCRIPTION OF BARRIER &amp; ACCESSIBILITY ADVISORY COMMITTEE COMMENTS</b>
Schomberg Community Hall	Physical Architectural Informational	<p>Front entrance is not accessible - should be signage at side door to indicate wheelchair accessible entrance</p> <p>No handicapped parking spaces - handicapped parking space could be allocated on the street or possibly at side entrance</p> <p>Doorways to downstairs washrooms are less than the required 32 inches wide, however, this could be easily remedied. Otherwise the downstairs washrooms require grab bars and are sufficient.</p> <p>A chair lift has been installed, however, the upper level is not wheelchair accessible nor are the washrooms upstairs compliant; the emergency exit for upstairs is not safe for wheelchair or otherwise physically disabled</p> <p>Varied floor levels makes access intimidating - a location to be visited with an attendant (visual)</p>
Schomberg Community & Agricultural Arena	Physical Architectural Informational	<p>Handicapped parking pavement markings are faded (upper level of parking lot at north entrance)</p> <p>Towel dispenser in barrier-free washroom and the mirror (3 ft. 3 in. lower edge) need to be lowered</p> <p>Courteous and willing staff, attention has been given to provide access and inclusion for observing (special section for observation of ice surface for wheelchairs) (visual)</p>
Schomberg Old Fire Hall	N/A - Building not occupied. As per 3.8.2, O.B.C.	<p>N/A.</p> <p><i>(Note: This building is currently on the market for sale) (AAC did not visit this facility)</i></p>
Schomberg Recreational	N/A - Building	N/A.

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

TOWNSHIP BUILDING/FACILITY	TYPE OF BARRIER	IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS
Barn/ Lions Park	not occupied. As per 3.8.2, O.B.C.	<p><i>Note: This building is located on the recently-acquired lands in Schomberg. The future use of this building and the surrounding land is being reviewed as part of the Township Parks &amp; Recreation Needs Study.</i></p> <p><i>(AAC did not visit this facility)</i></p>
Schomberg Fire Hall (office area only)	Physical & Architectural Informational	<p>No parking spaces; No ramps; Front entrance door &amp; hardware; No barrier free washrooms; Hallways undersized. No signage.</p> <p><i>(AAC did not visit this facility)</i></p>
Kettleby/Pottageville Community Lions Hall	Physical Architectural Informational	<p>Washrooms: Handles should be lever-style, towel dispensers too high</p> <p>Threshold at main entrance is difficult for wheel chair access - look into some sort of ramp or covering to assist</p> <p>Emergency exits - steep outside drop too large to safely exit</p> <p>'Direct and non-threatening' approach (visual)</p>
Pottageville Park Pavilion	Physical & Architectural Informational	<p>No handicapped parking: consider providing two handicapped spaces to the west of the pavilion with signage</p> <p>Transition from gravel to concrete patio to requires 'build up'</p> <p>Threshold too high for wheelchair access</p>
Pottageville Park Pavilion		

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TOWNSHIP BUILDING/FACILITY**

**TYPE OF BARRIER**

con'td.		<p>Front entrance door &amp; hardware</p> <p>Improve slope/grade of path from the east end of parking lot</p> <p>Although the approach has some shortcomings, the site poses no major problems other than sharp corners on picnic tables (visual)</p> <p>Washrooms generally acceptable, check height of towel dispensers</p> <p>Sense of outdoors adds charm - delightful ambience (visual)</p>
Nobleton Fire Hall (office area)	Physical Architectural Informational	<p>No parking;</p> <p>No ramps;</p> <p>Front entrance door &amp; hardware;</p> <p>Hallways undersized;</p> <p>No barrier free washrooms.</p> <p>No signage.</p> <p><i>(AAC did not visit this facility)</i></p>
Nobleton Community Hall	Physical & Architectural Informational	<p>No parking; No ramps;</p> <p>Front entrance door &amp; hardware; Interior doors &amp; hardware;</p> <p>No access to floor levels;</p> <p>No barrier free washrooms. No signage.</p> <p>Not a wheelchair accessible facility</p> <p>Nostalgic site which would not warrant the cost of retrofitting (visual)</p>

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TOWNSHIP BUILDING/FACILITY**

**TYPE OF BARRIER**

<p>Nobleton Pool</p>	<p>Physical Architectural</p>	<p>Pool is wheelchair accessible, however the front entrance is not. Wheelchairs and people with strollers are admitted by the rear entrance - or gate, from there, all (washrooms, change rooms) is on one level and fully accessible. Wheelchairs and strollers use the pea gravel access walkway.</p> <p>Walkway to the front entrance needs repair &amp; is not wide enough for wheelchairs, steps at the front door are not wheelchair accessible</p> <p>Difficult to access without assistance</p> <p>Do not believe cost of upgrades would be warranted by usage</p>
<p>Nobleton Community Recreation Centre (Arena)</p>	<p>Physical &amp; Architectural Informational</p>	<p>Add markings and signage to indicate location of ramp at the walkway. Handicapped parking area is distant from the ramp, and the ramp cannot readily be seen. Suggest consideration of an additional handicapped parking space near the ramp</p> <p>Downstairs washrooms: lower towel dispenser, soap dispenser and mirrors to recommended heights; lever handles on taps; cut out counter apron for wheelchair access; accessible stall is slightly under-sized, add grab bars</p> <p>Emergency exit outside drop too high for safe exit</p>
<p>Nobleton Community Recreation Centre (Arena) cont'd.</p>		<p>Viewing area for wheelchairs is in music room, requires being lifted up two steps and users are separated from the 'action' and 'ambience of fans'. Suggest that a viewing area similar to that in Schomberg Arena be added.</p> <p>Upstairs washrooms: lever handles required for taps; add grab bars for wheelchair stall; wheelchair stall is slightly undersized; decrease pneumatic pressure on Men's washroom door; Question the need for double doors in the washrooms - difficult to maneuver from a wheelchair, also could become a 'trap'</p> <p>Elevator access for wheelchairs and physically handicapped, however the key is kept 'upstairs' -</p>

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TOWNSHIP BUILDING/FACILITY**

**TYPE OF BARRIER**

suggest looking into making the elevator accessible

Add safety stripping to concrete stairs to define the steps (visual)

Seniors Centre is not accessible from outside, however wheelchairs may enter from the arena foyer

Relatively direct routes to playing surface and banquet facilities (visual)

Approach to the boardwalk requires a 'ramp' assist from the parking area (perhaps just a build up of pea gravel)

Although the (unpaved) parking lot was soggy, the boardwalk/ramp was easy to maneuver as the wood slats are evenly spaced and the edges provide definition (visual)

Note: There are plans to change the swing of the door at the entrance to accommodate wheel chair access

Staff Washroom is not compliant - there is no public washroom, consideration of accessibility is recommended in the event renovations or additions are undertaken

Shelving for videos on the wall and the free standing display with knobs for children's materials extend into aisles: safety issues for visually impaired

The building is small and therefore could be quickly 'mapped' (visual)

Concrete at transition of walkway to entrance requires repair

Emergency exit door at rear of building - too high for safe exit (front emergency exit is satisfactory)

Seniors Centre Area

Ansnorveldt Public Library

Physical Architectural

Ansnorveldt Library cont'd.

Schomberg Public Library

Physical Architectural

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TYPE OF BARRIER**

**TOWNSHIP BUILDING/FACILITY**

		<p>Pneumatic pressure on washroom doors should be decreased</p> <p>Check clearance at washroom sinks for wheel chair access</p> <p>Front desk/counter should have a lowered area for wheel chair access and children</p> <p>An inviting site with an ease of traffic flow; the unpolished, textured floors are an asset (visual)</p>
Nobleton Public Library	Physical Architectural	<p>Emergency door exit requires small ramp for safe exit</p> <p>Simple &amp; safe; some attention should be given to the interlocking stones at the entrance (visual)</p> <p>2 Storey, no elevator - main floor is accessible</p>
King City Public Library	Physical Architectural	<p>Washroom on main floor is accessible, however doorway is slightly under 31 in. As is doorway from library area to hallway to get to the washroom</p> <p>Somewhat confusing with multiple work areas, but since it is small, a feeling of intimacy is created (visual)</p>
King City Seniors Centre	Physical Architectural Informational	<p>Downstairs: Lip at entrance should be reduced</p> <p>Washroom doorway too narrow and too small for wheelchair access; no grab bars; soap &amp; towel dispensers too high</p> <p>Upstairs: Washrooms are accessible</p> <p>Main entrance lip too high - requires ramp; side entrance to patio - patio surrounded by raised bricks</p> <p>Entrance doors to activity rooms too narrow for wheelchairs</p> <p>No wheelchair accessibility between floors.</p>

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**IDENTIFICATION/DESCRIPTION OF BARRIER & ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

**TYPE OF BARRIER**

**TOWNSHIP BUILDING/FACILITY**

Unusual upstairs/downstairs format which is unnerving both indoors and out (visual)

General AAC Comments

There appear to be a number of small area rugs and mats at entrances at many of the facilities which can hamper accessibility and safety. (visual)

Suggest talking to staff at facilities (where appropriate) to ensure they are knowledgeable about accessibility issues and to gather their input to issues they may face.

Staff should be advising renters of accessibility issues of individual facilities and all rental contracts should provide accessibility information. Here some training may be necessary, as in some cases, the facility staff are not cognizant of accessibility problems.

A visually impaired resident with mobility once oriented to and familiar with the sites would be able to travel independently

NOTE: The AAC comments are from the point of view of persons with various disabilities. The visually impaired perspective is one of 'seeing' through many eyes and often is a 'feeling' for the ambience or atmosphere of the location.



**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
<p>Municipal Offices</p> <p><b>NOTE:</b>  <sup>3</sup>Council has suggested that a needs study be undertaken of the Township Municipal Offices - it is recommended that this report be referred to the Study, and that high cost permanent retrofit items be deferred wherever possible until the study is completed.</p>	<p>Narrow passages throughout work areas would have to be addressed if a person with disabilities were employed.</p> <hr/> <p>Additional accessible washrooms should be available in the event an employee becomes disabled. (Washroom near Clerks/Recreation area would be large enough).</p> <hr/> <p>Accessible washrooms have following deficiencies:</p> <ul style="list-style-type: none"> <li>• signage</li> <li>• paper towel holders too high</li> <li>• access door handles difficult to grip - lever handles</li> <li>• access doors difficult to open from wheelchair</li> <li>• taps should be lever-style handles</li> </ul>	<p>Re-locate moveable items; provide storage areas for supplies</p> <hr/> <p>Requires accessible fittings - lever handles, grab bars, check height of dispensers, mirrors.</p> <hr/> <p>Small budget items: provide required signage, correct heights of towel dispensers and mirrors, replace soap containers with approved dispensers; investigate access doors to see if any adjustment should be made.</p>	<p>Financial - lack of storage space is ongoing problem</p> <p>Human Resources - staff time to re-locate items; then to manage storage and retrieving of supplies and equipment from storage sites</p> <p><sup>2</sup>Refer to 2004 budget discussions.</p> <hr/> <p>Priority status and costs to be determined</p> <p>Financial, Human Resources</p> <hr/> <p>Financial, Human Resources</p> <p>Small budget items to be completed wherever possible, summer 2003 within 2003 approved maintenance budget</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Municipal Offices cont'd.	<ul style="list-style-type: none"> <li>• soap containers difficult to handle - should be able to use one-handed</li> <li>• sinks should have cut out base to allow for wheelchair access</li> <li>• height of sinks</li> </ul> <p>Entrances/Parking:</p> <p>No signage to indicate location of accessible entrance to building.</p> <p>Entrance doors are generally not wheelchair accessible (not level, difficult to open from wheelchair)</p> <p>Portable ramp for entrance too narrow, needs a 'landing' to provide room to open the door from a wheelchair, needs handrail &amp; lip.</p> <p>(Tile) floors at entrances are slippery when wet (look into applying a spray with "grit" in it). Small floor mats at entrances are a hazard.</p> <p>The disabled parking space in front of the office is too far from the accessible entrance (Council entrance); improved signage is needed for the parking space and to identify the accessible entrance.</p>	<p>Small budget items such as signage, 'grit spray', look into alternate for floor mats - to be addressed</p> <p>High cost items such as automated doors, permanent ramp to be referred to Municipal Office Needs Study.</p>	<p><sup>2</sup>For more costly items, prioritize for 2004 budget consideration</p> <p>Financial, Human Resources</p> <p>Small budget items to be completed wherever possible, summer 2003 within 2003 approved maintenance budget</p> <p><sup>2</sup>Cost of upgrading portable ramp to be determined, and if within the means of the 2003 budget to be completed - refer to 2004 budget discussions as priority item.</p> <p><sup>2</sup>Township staff to investigate to see if there is any way to improve the main entrance door (eg. lower the handle, adjust closing mechanism) for interim - priority for 2004 budget considerations.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Municipal Offices cont'd.	Snow and slush in curbscut at disabled parking space at the front of the Municipal Offices was not shovelled out.	Staff awareness training.	Human Resources, Financial  Human Resources Department to implement staff awareness training (See HR Report, Schedule VII) as soon as possible, if within HR budget, otherwise - priority 2004 <sup>2</sup>  Operations Department Head to advise staff on the importance of ensuring access with respect to this specific matter.
Disabled parking space at the drugstore may be too narrow, the curb cut can be blocked by parked cars.  Council dais not wheelchair accessible.	Disabled parking space at the drugstore may be too narrow, the curb cut can be blocked by parked cars.  Council dais not wheelchair accessible.	Staff to investigate and make required adjustments, perhaps paint 'slash' markings to prevent cars being parked in front of curb cut, additional overhead sign  Investigate cost and feasibility of installing ramp.	Human Resources, Financial  To be completed in the summer of 2003, within 2003 maintenance budget allocation.  Human Resources, Financial  Cost/ feasibility and priority to be determined in 2003, refer to 2004 budget discussions <sup>2</sup>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
King Museum & Buildings	Not Wheelchair Accessible	Heritage Building Site	Financial, Human Resources  Consider future review to determine feasibility/costs/uses  Refer to 5 year budget planning forecast.
King City Community Recreation Centre (Arena)	Lip at entrance should be reduced  Washrooms: towel dispensers are too high (upstairs & downstairs)  Staff advised that flooring of banquet hall will be replaced soon - recommend that colour contrast be added for wayfinding and identifying areas (ie. contrast strip at stairwells, in front of stage, entrances/doors)  Confusion with the two main entrances - improved signage	Maintenance staff to investigate & see if entrance may be addressed & correct height of towel dispensers.  AAC comment to be considered in selection of materials and design of replacement floor project. If necessary AAC to be consulted for further input.  Signage issue to be addressed.	Human Resources, Financial  To be completed in the summer of 2003, within 2003 maintenance budget allocation  Funds have been allocated in 2003 budget for this project.  Human Resources, Financial  Within 2003 maintenance budget allocation.

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
King City Firehall	No signage re: barrier free washrooms.	Signage to be provided.	Human, Financial Resources Within 2003 maintenance budget allocation.
Laskay Community Hall	<p>No Disabled Parking - however lot is so small may not be feasible</p> <p>No signage re: barrier free washrooms Washroom mirror should be lowered or tilted Add lever handles to sinks in washrooms</p> <p>Relocate moveable stage stairs from men's washroom aisle</p> <p>Check settling of ramp at side door (lip)</p>	<p><sup>2</sup>Parking Lot upgrades are planned for 2004 budget, Disabled Parking space to be considered</p> <p>Request Committee of Management to store elsewhere</p> <p>Maintenance Item</p>	<p>Human, Financial Resources</p> <p>Signage, mirror to be addressed in 2003 maintenance budget; lever handles if funds available in 2003; refer to <sup>2</sup>2004 budget, if not.</p> <p>To be addressed in 2003 maintenance budget</p>
Township Works Yard (office area only)	<p>No barrier free parking spaces No ramps No barrier free washrooms, hardware Hallways undersized. No signage</p>	<p><sup>2</sup>The 5 year Capital Projects Plan includes an addition for 2005.</p>	<p>Financial, Human Resources</p> <p>Accessibility Items to be addressed in renovation project, AAC will review.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Schomberg Community Hall	<p>Front entrance is not accessible - should be signage at side door to indicate wheelchair accessible entrance</p> <p>No handicapped parking spaces - handicapped parking space could be allocated on the street or possibly at side entrance</p> <hr/> <p>Doorways to downstairs washrooms are less than the required 32 inches wide, however, this could be remedied. Otherwise the downstairs washrooms require grab bars and are sufficient.</p> <p>A chair lift has been installed, however, the upper level is not wheelchair accessible nor are the washrooms upstairs compliant; the emergency exit for upstairs is not safe for wheelchair or otherwise physically disabled</p>	<p>Identify a location for a Disabled Parking Space, investigate costs</p> <hr/> <p>Investigate costs of adjusting the downstairs washroom doors &amp; fixtures.</p> <hr/> <p>The suggested upgrades would make the lower level completely accessible however before further retrofit (upstairs) is contemplated, refer to the Parks &amp; Recreation Needs Study</p>	<p>Human, Financial Resources</p> <p>Signage to be addressed in 2003.</p> <p>If possible, Disabled Parking Space to be developed in 2003,</p> <hr/> <p><sup>2</sup>Downstairs washrooms - refer to 2004 budget.</p>
Schomberg Community & Agricultural Arena	<p>Handicapped parking pavement markings are faded (upper level of parking lot at north entrance)</p> <p>Towel dispenser in barrier-free washroom and the mirror (3 ft. 3 in. lower edge) need to be lowered</p>	<p>Repaint markings on pavement; correct height of dispenser.</p>	<p>Human &amp; Financial Resources</p> <p>To be included in the 2003 maintenance budget.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Schomberg Recreational Barn/ Lions Park	<i>Note: This building is located on the recently-acquired lands in Schomberg. The future use of this building and the surrounding land is being reviewed as part of the Township Parks &amp; Recreation Needs Study.</i>	<i>Not presently open to the public.</i>	<i>Development of the new facilities will be reviewed by the AAC.</i>
Schomberg Fire Hall (office area only)	No parking spaces; No ramps; Front entrance door & hardware not suitable; No barrier free washrooms; Hallways undersized. No signage.	'There is no public meeting room. Building Code s. 3.8.1 - barrier-free exempt.	
Kettleby/ Pottageville Community Lions Hall	Washrooms: Handles should be lever-style, towel dispensers too high  Threshold at main entrance is difficult for wheel chair access - look into some sort of ramp or covering to assist  Emergency exits - steep outside drop too large to safely exit	Adjust dispensers; replace handles  Staff to investigate access matter.  'See explanatory note at end of this schedule regarding Emergency Exits.	Human, Financial Resources  Dispensers to be adjusted in 2003; Any upgrades possible in 2003 maintenance budget; 2 refer balance to 2004 budget considerations.

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Pottageville Park Pavilion	No handicapped parking: consider providing two handicapped spaces to the west of the pavilion with signage	Due to security issues, providing parking at this location is problematic. Consider creating a Disabled Parking Space close to the path at east side of Parking area. Upgrade slope of path to accommodate wheelchairs and ensure 'build up' is maintained.	Human, Financial Resources Staff to investigate to see what can be done under 2003 Maintenance Budget with respect to the path & slope. If not possible, then to be referred to 2004 budget considerations. <sup>2</sup>
	Transition from gravel path to concrete patio requires 'build up'	To be addressed - maintenance item.	2003 maintenance
	Threshold too high for wheelchair access	Staff to review; consider impact on front entrance closure	Method & cost to be determined, if possible to be addressed in 2003, otherwise to be referred to 2004 budget considerations. <sup>2</sup>
	Improve slope/grade of path from east end of parking lot	(See Notes re: Parking above)	



**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Pottageville Park Pavilion con'td.	Sharp corners on picnic tables  Washrooms generally acceptable, check height of towel dispensers, correct if necessary	Staff to 'round' corners of picnic tables and attached bench seats.  Staff to address	Human, Financial Resources 2003 Maintenance Budget item, staff to address  Staff to adjust if required, 2003.
Nobleton Fire Hall (office area)	No parking; No ramps; Front entrance door & hardware; Hallways undersized; No barrier free washrooms. No signage.	'There is no public meeting room. Building Code s. 3.8.1 - barrier-free exempt.	
Nobleton Community Hall	No parking;No ramps; Front entrance door & hardware;Interior doors & hardware; No access to floor levels; No barrier free washrooms.No signage. Not a wheelchair accessible facility	Refer to the Parks & Recreation Needs Study.	

**TOWNSHIP OF KING**

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Nobleton Pool	<p>Pool is wheelchair accessible, however the front entrance is not. Wheelchairs and people with strollers are admitted by the rear entrance - or gate, from there, all (washrooms, change rooms) is on one level and fully accessible. Wheelchairs and strollers use the pea gravel access walkway.</p> <p>Walkway to the front entrance needs repair &amp; is not wide enough for wheelchairs, steps at the front door are not wheelchair accessible</p> <p>Access to the pool itself is limited for physical disabilities</p> <p>Difficult to access area without assistance</p>	<p>Staff to investigate upgrade/repair of sidewalk to improve access, however, there would still be issue of step at the front entrance.</p> <p>Add lift or railing for existing stairs</p>	<p>Human, Financial Resources</p> <p>Staff investigate sidewalk matter and address if 2003 maintenance budget permits, if not refer to <sup>2</sup>2004 budget considerations.</p> <p>More extensive retrofit to be referred to Parks &amp; Recreation Needs Study.</p>

**TOWNSHIP OF KING**

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Nobleton Community Recreation Centre (Arena)	<p>Add markings and signage to indicate location of ramp at the walkway. Disabled parking area is distant from the ramp, and the ramp cannot readily be seen. Suggest consideration of an additional Disabled parking space near the ramp</p>	<p>Staff to address in 2003. Paint ramp markings, add signage; add parking space near ramp</p>	<p>Human, Financial Resources Maintenance staff &amp; 2003 Maintenance budget.</p>
	<p>Downstairs washrooms: lower towel dispenser, soap dispenser and mirrors to recommended heights; lever handles on taps; cut out counter apron for wheelchair access; accessible stall is slightly under-sized, add grab bars</p>	<p>Adjust dispensers, review costs for remaining upgrades</p>	<p>Maintenance staff to adjust dispensers, refer remaining upgrades to 2004 budget considerations<sup>2</sup></p>
	<p>Emergency exit outside drop too high for safe exit</p>	<p><sup>1</sup>See explanatory note at end of this schedule regarding Emergency Exits.</p>	
	<p>Viewing area for wheelchairs is in music room, requires being lifted up two steps and users are separated from the 'action' and 'ambience of fans'. Suggest that a viewing area similar to that in Schomberg Arena be added.</p>	<p>Design and costs to be determined</p>	<p><sup>2</sup>Refer to 2004 Budget discussions</p>

**TOWNSHIP OF KING**

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Nobleton Arena cont'd.	<p>Upstairs washrooms: lever handles required for taps; add grab bars for wheelchair stall; wheelchair stall is slightly undersized; decrease pneumatic pressure on Men's washroom door</p> <p>Question need for double doors in washrooms.</p>	<p>Adjust dispensers, adjust pneumatic door, review costs for remaining upgrades - perhaps lower level accessible washroom should be designated as accessible washrooms, in this case signage would be required.</p> <p>Refer to staff to determine whether double doors are necessary</p>	<p>Human, Financial Resources</p> <p>Dispensers, pneumatic door to be addressed as maintenance items, 2003 - if it is determined that lower level washroom is designated, then signage to e provided in 2003.</p>
Nobleton Seniors Centre	<p>Elevator access for wheelchairs and physically handicapped, however the key is kept 'upstairs' - suggest looking into making the elevator key accessible</p> <p>Add safety stripping to concrete stairs to define the steps (visual)</p> <p>Seniors Centre is not wheelchair accessible from outside, however wheelchairs may enter from the arena foyer</p>	<p>Refer to Building Department staff to review.</p> <p>Maintenance staff to complete.</p> <p>Future ramp to be considered for outside access door.</p>	<p>Building Department staff to review in 2003 &amp; determine how changes can be made &amp; report back to AAC.</p> <p>2003 Maintenance Budget.</p> <p><sup>2</sup>Design and cost to be determined for consideration in 5 year capital plan.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Ansnorveldt Public Library	<p>Approach to the boardwalk requires a 'ramp' assist from the parking area (perhaps just a build up of gravel)</p> <hr/> <p>Although the (unpaved) parking lot was soggy, the boardwalk/ramp was easy to maneuver as the wood slats are evenly spaced and the edges provide definition (visual)                      Note: There are plans to change the swing of the door at the entrance to accommodate wheel chair access</p> <hr/> <p>Staff Washroom is not compliant - there is no public washroom, consideration of accessibility is recommended in the event renovations or additions are undertaken</p> <hr/> <p>Shelving for videos on the wall and the free standing display with knobs for children's materials extend into aisles: safety issues for visually impaired</p>	<p>Maintenance staff to adjust. To be monitored to ensure it does not sink.</p> <hr/> <p>Maintenance to arrange to re-hang access door (May require outside contractor)</p> <hr/> <p>Any addition or renovation will be reviewed by the AAC.</p> <hr/> <p>Replace display stand and remove/relocate wall shelving</p>	<p>Human, Financial Resources</p> <p>To be corrected in 2003, Staff to be advised to monitor.</p> <hr/> <p>2003 Maintenance Budget</p> <hr/> <p>2003 Library budget</p>

**TOWNSHIP OF KING**

**TOWNSHIP OF KING BUILDINGS AND FACILITIES**

**STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
Schomberg Public Library	<p>Concrete at transition of walkway to entrance requires repair</p> <hr/> <p>Emergency exit door at rear of building - too high for safe exit (front emergency exit is satisfactory)</p> <hr/> <p>Pneumatic pressure on washroom doors should be decreased</p> <hr/> <p>Check clearance at washroom sinks for wheel chair access</p> <hr/> <p>Front desk/counter should have a lowered area for wheel chair access and children</p>	<p>To be repaired in summer, 2003</p> <hr/> <p><sup>1</sup>See note re: Emergency Exits at end of Schedule</p> <hr/> <p>Maintenance Staff to adjust</p> <hr/> <p>Maintenance Staff to check &amp; report on findings</p> <hr/> <p>Desk replacement had been planned</p>	<p>Human, Financial Resources</p> <p>Maintenance Staff to repair, 2003</p> <hr/> <p>Maintenance staff to adjust, summer 2003</p> <hr/> <p><sup>2</sup>If action required, refer to 5 year capital plan</p> <hr/> <p>Desk to be replaced, 2003 or refer to 2004 budget discussions <sup>2</sup></p>
Nobleton Public Library	<p>Emergency door exit requires small ramp for safe exit</p> <p>Some attention should be given to the interlocking stones at the entrance</p>	<p><sup>1</sup>See note re: Emergency Exits at end of Schedule</p> <p>Interlocking stones to be leveled</p>	<p>Maintenance staff to check stones, &amp; depending on scale of work, complete or refer to 2004 Budget discussions <sup>2</sup></p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
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<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
King City Public Library	<p>2 Storey, no elevator - main floor is accessible</p> <p>Washroom on main floor is accessible, however doorway is slightly under required width of 32 in. As is doorway from library area to hallway to get to the washroom</p>	<p><sup>2</sup>Elevator/expansion to be considered in 5 year budget forecast</p> <p>An automated Door Opener is planned for the main access, 2004 budget.</p>	<p>Financial, Human Resources</p> <p>Staff to look into doorway width matter to see if anything can be done.</p> <p>Lions Club will be approached to assist with funding.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
King City Seniors Centre	<p>Downstairs: Lip at entrance should be reduced Washroom doorway too narrow and too small for wheelchair access; no grab bars; soap &amp; towel dispensers too high</p> <hr/> <p>Upstairs: Washrooms are accessible Main entrance lip too high - requires ramp; side entrance to patio - patio surrounded by raised bricks</p> <hr/> <p>Entrance doors to activity rooms too narrow for wheelchairs</p> <p>No wheelchair accessibility between floors.</p>	<p>Upstairs washroom to be designated as accessible washroom - signage required</p> <hr/> <p>Main and downstairs entrances to be assessed by Maintenance Staff - determine cost of upgrade to make accessible; Also look at the side entrance/patio.</p> <hr/> <p>Needs assessment is being undertaken in 2003 - addition/renovation planned</p>	<p>Human, Financial Resources</p> <p>Signage to be placed in summer, 2003</p> <hr/> <p>Staff to report on costs of upgrades to make entrances accessible; discuss further with AAC; <sup>2</sup> refer upgrades to 2004 budget and to the Needs Assessment study being undertaken.</p> <hr/> <p>AAC will review renovation/addition plans.</p>



**TOWNSHIP OF KING**

**TOWNSHIP OF KING BUILDINGS AND FACILITIES  
STRATEGY FOR REMOVAL/PREVENTION OF IDENTIFIED BARRIERS**

<b>BUILDING /FACILITY</b>	<b>BARRIER</b>	<b>STRATEGY FOR REMOVAL/PREVENTION</b>	<b>RESOURCES REQUIRED/TIME FRAME</b>
General AAC Comments	<p>There appear to be a number of small area rugs and mats at entrances at many of the facilities and at the Township offices which can hamper accessibility and safety.</p>	<p>Consider alternate ways of controlling tracking in of water, snow, dirt.</p>	<p>Maintenance staff, facility operators to look at alternatives.</p>
	<p>Suggest talking to staff at facilities (where appropriate) to ensure they are knowledgeable about accessibility issues and to gather their input to issues they may face.</p>	<p>Facility staff to be included in Township awareness training. Consider an information meeting for the facility Boards of Management and staff with the AAC or AAC rep attend a Board meetings to discuss AAC issues.</p>	<p>Township Human Resources to arrange for Training sessions - in 2003 if budget permits; include in 2004 budget considerations if not.</p>
	<p>Staff to advise renters of accessibility issues of individual facilities and all rental contracts to provide accessibility information. Here some training may be necessary, as in some cases, the facility staff are not cognizant of accessibility problems and do not realize their facility may not be completely accessible.</p>	<p>Refer to Manager of Parks and Recreation to ensure accessibility information is included in all rental agreements.  This report will be provided to all Boards of Management for their information.</p>	<p>Human, Financial Resources</p>

## **TOWNSHIP OF KING BUILDINGS & FACILITIES - STRATEGY FOR REMOVAL 'NOTES'**

### **NOTES:**

#### **1. 'Emergency Exits & Exempt Buildings**

Section 3.8 of the Building Code addresses Barrier-Free Design. Section 3.8.1.1 of the Building Code addresses buildings which are exempt from the Barrier-free requirements, these include buildings which are not intended to be occupied on a daily or full-time basis. The Nobleton and Schomberg Fire Halls are considered as 'substations' and are exempt from the Barrier-free requirements.

The above notwithstanding, in halls, arenas and other buildings, there is a major safety issue where emergency exit doors open to a steep 'drop off'. The AAC strongly recommends that these Emergency Exit thresholds be improved.

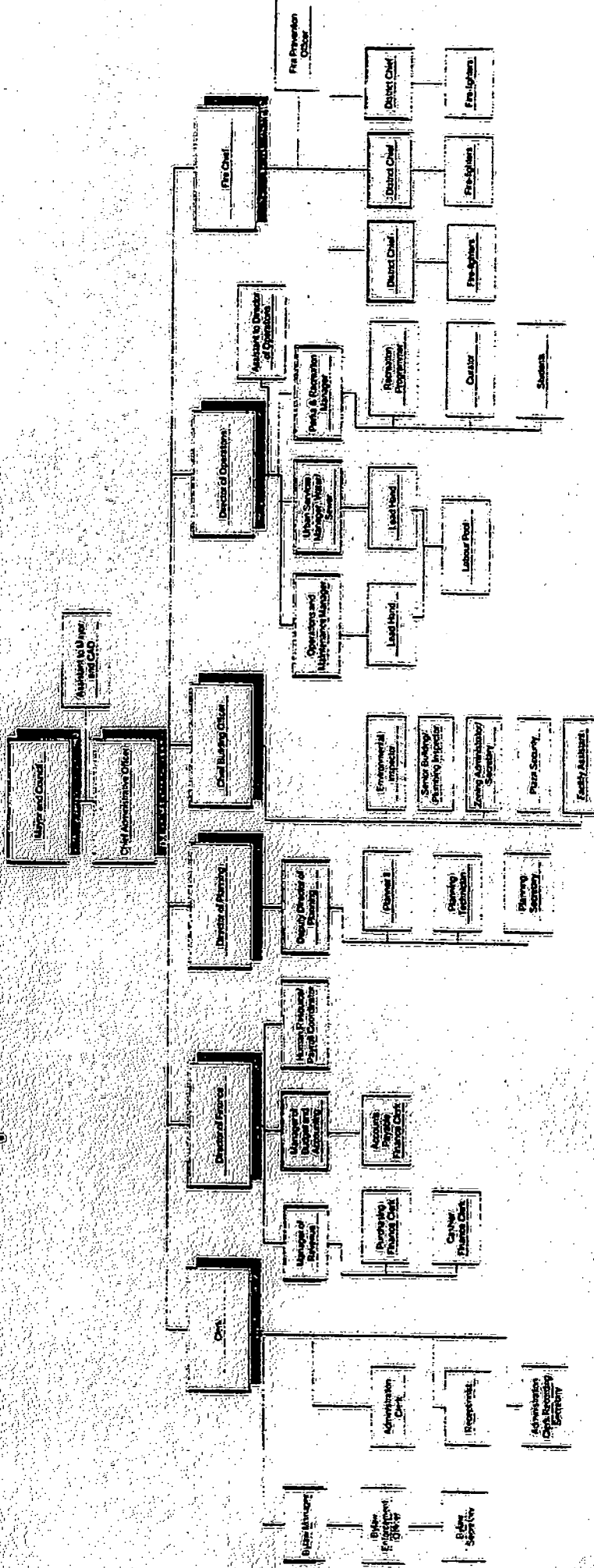
#### **2. 'Five Year Capital Forecast/Referral to 2004 Budget**

The present Council of the Township of King requested staff to prepare a 5 Year Forecast in order to assist with long term planning in the budget process. While some building items have been identified in the 5 Year Capital Forecast, these items have not been approved or finalized by Council.

Items referred to the 2004 budget will be included in the Building Maintenance Budget request for 2004, these items are not approved for action at this time, and will be considered by Council during the 2004 budget discussions.

#### **3. <sup>3</sup>The present Council has recommended that a study be undertaken of the Township Municipal Offices in 2004. The incoming Council would have to ratify this direction.**

# TOWNSHIP OF KING ORGANIZATIONAL CHART



## Committees and Boards of Management

- 1. Mayor's Advisory Committee
- 2. Mayor's Advisory Committee
- 3. Mayor's Advisory Committee
- 4. Mayor's Advisory Committee
- 5. Mayor's Advisory Committee
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- 50. Mayor's Advisory Committee

ACCESSIBILITY PLAN  
 APPENDIX (a)  
 Township of King Organizational Chart

Français

**Ontarians with Disabilities Act, 2001****S.O. 2001, CHAPTER 32****Notice of Currency:**\* This document is up to date.\*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the Table of Public Statutes (Legislative History).

Amended by: 2002, c. 17, Sched. C, s. 18.

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**ACCESSIBILITY PLAN****APPENDIX (b)****Ontarians with Disabilities Act, 2001**

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## SCHEDULE

### Preamble

The people of Ontario support the right of persons of all ages with disabilities to enjoy equal opportunity and to participate fully in the life of the province.

Ontarians with disabilities experience barriers to participating in the mainstream of Ontario society. The number of persons with disabilities is expected to increase as the population ages, since the incidence of disability increases with age.

The Government of Ontario is committed to working with every sector of society to build on what it has already achieved together with those sectors and to move towards a province in which no new barriers are created and existing ones are removed. This responsibility rests with every social and economic sector, every region, every government, every organization, institution and association, and every person in Ontario.

The right of persons with disabilities to equal treatment without discrimination in accordance with the *Human Rights Code* is addressed in a number of Ontario statutes and regulations. Some of these are set out below.

The *Assessment Act* provides for exemptions from property taxation where improvements, alterations or additions to existing homes or designated portions of new homes are made or built to accommodate persons with disabilities who would otherwise require care in an institution.

The *Blind Persons' Rights Act* prohibits discrimination in services, accommodation, facilities or occupancy against blind persons using guide dogs and prohibits persons who are not blind from using white canes.

The *Building Code Act, 1992* and the regulations made under it establish standards for the construction, renovation and change of use of buildings and structures, including standards related to the accessibility of buildings and structures for persons with disabilities.

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As an incentive to encourage employers to hire persons with disabilities, the *Corporations Tax Act* allows employers an additional deduction for the costs of modifying buildings, structures and premises, acquiring certain equipment and providing special training in order to accommodate persons with disabilities in the workplace. The *Income Tax Act* provides a similar credit to unincorporated employers.

The *Education Act* includes provisions to address the needs of students with disabilities who

have been identified as "exceptional pupils". School boards must provide special education programs and services to these students.

The *Ontario Disability Support Program Act, 1997* provides a separate income and employment support program for eligible persons with disabilities. It removes persons with disabilities from the welfare system and provides them with assistance that recognizes their unique needs.

The *Workplace Safety and Insurance Act, 1997* provides loss of earnings, health care and labour market re-entry benefits for persons with work-related injuries and disabilities.

The *Canadian Charter of Rights and Freedoms* also provides that persons with disabilities are equal before and under the law and have the right to the equal protection and equal benefit of the law.

The Government of Ontario believes that all governments in Canada have a responsibility to enact legislation to improve opportunities for persons with disabilities by comprehensively identifying, removing and preventing barriers to their participation in the life of the jurisdictions of those governments.

The Government of Ontario believes that it is desirable to demonstrate continued leadership in improving opportunities for persons with disabilities.

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

### Interpretation

#### **Purpose**

1. The purpose of this Act is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. 2001, c. 32, s. 1.

#### **Definitions**

2. (1) In this Act,

"agency" means an organization or a class of organizations named or described in the regulations as an agency or agencies for the purposes of this Act; ("organisme")

"barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; ("obstacle")

"disability" means,

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

(b) a condition of mental impairment or a developmental disability,

(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

(d) a mental disorder, or

(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")

"Government of Ontario" includes a ministry of the Government of Ontario and the organizations that the regulations specify are part of the Government of Ontario; ("gouvernement de l'Ontario")

"Minister" means the Minister of Citizenship or whatever other member of the Executive Council to whom the administration of this Act is assigned under the *Executive Council Act*; ("ministre")

"ministry" means a ministry of the Government of Ontario and includes any other organization that the regulations designate as a ministry for the purposes of this Act, but does not include an organization that the regulations designate as not being a ministry for the purposes of this Act; ("ministère")

"Ontario Government publication" means a publication or an appendix to a publication in any form, including print and electronic forms, that the Government of Ontario, an officer of the Assembly or an officer of the Legislature issues and provides to the public, but does not include a publication or an appendix to a publication that is specified in the regulations or that,

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(a) is of a scientific, technical, reference, research or scholarly nature, and

(b) although not restricted in circulation to the confines of the Government of Ontario, is not normally available for general circulation to members of the public or is normally consulted by members of the public with the assistance of government employees; ("publication du gouvernement de l'Ontario")

"public transportation organization" means a person or entity that provides any service for which a fare is charged for transporting the public by vehicles operated,

- (a) by, for or on behalf of the Government of Ontario, a municipality, a local board of a municipality or a transit or transportation commission or authority,
- (b) under an agreement between the Government of Ontario and a person, firm, corporation, or transit or transportation commission or authority,
- (c) under an agreement between a municipality and a person, firm, corporation, or transit or transportation commission or authority, or
- (d) under a licence issued by the Government of Ontario or a municipality to a person, firm, corporation, or transit or transportation commission or authority,

and includes special transportation facilities for persons with disabilities, but does not include any person or entity, or class of person or entity, that is specified in the regulations; ("organisation de transport en commun")

"regulations" means the regulations made under this Act, unless the context indicates or requires otherwise; ("règlements")

"Scheduled organization" means an organization or a class of organizations named or described in the Schedule. ("organisation mentionnée en annexe") 2001, c. 32, s. 2 (1); 2002, c. 17, Sched. C, s. 18 (1).

## Interpretation

(2) References in this Act to employees of the Government of Ontario shall be deemed to be references to public servants, as defined in section 1 of the *Public Service Act*. 2001, c. 32, s. 2 (2).

## Recognition of existing legal obligations

3. Nothing in this Act, the regulations or the standards or guidelines made under this Act diminishes in any way the existing legal obligations of the Government of Ontario or any person or organization with respect to persons with disabilities. 2001, c. 32, s. 3.

## Duties of the Government of Ontario

### Government buildings, structures and premises

4. (1) In consultation with persons with disabilities and others, the Government of Ontario shall develop barrier-free design guidelines to promote accessibility for persons with disabilities to buildings, structures and premises, or parts of buildings, structures and premises, that the Government purchases, enters into a lease for, constructs or significantly renovates after this section comes into force. 2001, c. 32, s. 4 (1).

### Level of accessibility



(2) The guidelines shall ensure that the level of accessibility for persons with disabilities is equal to or exceeds the level of accessibility required by the *Building Code Act, 1992* and the regulations made under it. 2001, c. 32, s. 4 (2).

#### **Different requirements**

(3) The guidelines may impose different requirements, including different times at which the requirements must be met, for different buildings, structures or premises or different classes of buildings, structures or premises and may specify buildings, structures or premises or classes of buildings, structures or premises for which there are no requirements. 2001, c. 32, s. 4 (3).

#### **Duty to comply**

(4) The Government of Ontario shall ensure that the design of buildings, structures and premises, or parts of buildings, structures and premises, that it purchases, constructs or significantly renovates after this section comes into force complies with the guidelines before occupation or regular use by its employees. 2001, c. 32, s. 4 (4).

#### **New leases**

(5) If, after this section comes into force, the Government of Ontario enters into a new lease for a building, structure or premises, or part of a building, structure or premises, for the occupation or regular use by its employees, the Government shall have regard to the extent to which the design of the building, structure or premises, or part of the building, structure or premises, complies with the guidelines, in determining whether to enter into the lease. 2001, c. 32, s. 4 (5).

#### **Not regulations**

(6) The guidelines are not regulations within the meaning of the *Regulations Act*. 2001, c. 32, s. 4 (6).

#### **Government goods and services**

5. In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the Government of Ontario shall have regard to the accessibility for persons with disabilities to the goods or services. 2001, c. 32, s. 5.

#### **Government internet sites**

6. The Government of Ontario shall provide its internet sites in a format that is accessible to persons with disabilities, unless it is not technically feasible to do so. 2001, c. 32, s. 6.

#### **Government publications**

7. Within a reasonable time after receiving a request by or on behalf of a person with disabilities, the Government of Ontario shall make an Ontario Government publication available in a format that is accessible to the person, unless it is not technically feasible to do so. 2001,

c. 32, s. 7.

### **Government employees**

8. (1) The Government of Ontario shall accommodate the accessibility needs of its employees in accordance with the *Human Rights Code* to the extent that the needs relate to their employment. 2001, c. 32, s. 8 (1).

### **Applicants for employment**

(2) The Government of Ontario shall accommodate the accessibility needs of persons with disabilities who apply for a position as a government employee and whom the Government invites to participate in the selection process for employment to the extent that the needs relate to the selection process. 2001, c. 32, s. 8 (2).

### **Training**

(3) The Government of Ontario shall ensure that its employees who have managerial or supervisory functions receive training in fulfilling the Government's obligations under this section. 2001, c. 32, s. 8 (3).

### **Information**

(4) The Government of Ontario shall inform its employees of the rights and obligations of the Government and its employees under this section. 2001, c. 32, s. 8 (4).

### **Reimbursement of eligible expenses**

(5) The Management Board Secretariat shall, out of the money appropriated annually to it for this purpose, authorize reimbursement to a ministry for eligible expenses that the ministry has incurred in fulfilling the ministry's obligations under subsections (1) and (2). 2001, c. 32, s. 8 (5).

### **Amount of reimbursement**

(6) The reimbursement shall be in the amount that the Management Board Secretariat determines and be made in accordance with the guidelines established by the Management Board Secretariat. 2001, c. 32, s. 8 (6).

### **Government-funded capital programs**

9. (1) If a project relates to an existing or proposed building, structure or premises for which the *Building Code Act, 1992* and the regulations made under it establish a level of accessibility for persons with disabilities, the project shall meet or exceed that level in order to be eligible to receive funding under a government-funded capital program. 2001, c. 32, s. 9 (1).

### **Same, other projects**

(2) If a project is not a project described in subsection (1) or if the projects in a class of projects are not projects described in that subsection, the Government of Ontario may include requirements to provide accessibility for persons with disabilities as part of the eligibility criteria for the project or the class of projects, as the case may be, to receive funding under a government-funded capital program. 2001, c. 32, s. 9 (2).

### **Ministry accessibility plans**

**10. (1)** Each ministry shall,

- (a) prepare an accessibility plan as part of its annual planning process; and
- (b) consult with the Accessibility Directorate of Ontario in preparing the plan. 2001, c. 32, s. 10 (1).

### **Contents**

(2) The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the Acts and regulations administered by the ministry and in the ministry's policies, programs, practices and services. 2001, c. 32, s. 10 (2).

### **Same**

**(3)** The accessibility plan shall include,

- (a) a report on the measures the ministry has taken to identify, remove and prevent barriers to persons with disabilities;
- (b) the measures in place to ensure that the ministry assesses its proposals for Acts, regulations, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
- (c) a list of the Acts, regulations, policies, programs, practices and services that the ministry will review in the coming year in order to identify barriers to persons with disabilities;
- (d) the measures that the ministry intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and
- (e) all other information that the regulations prescribe for the purpose of the plan. 2001, c. 32, s. 10 (3).

### **Availability to the public**

**(4)** A ministry shall make its accessibility plan available to the public. 2001, c. 32, s. 10 (4).

### **Duties of Municipalities**

## Municipal accessibility plans

**11. (1)** Each year, the council of every municipality shall,

(a) prepare an accessibility plan; and

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(b) either,

(i) seek advice from the accessibility advisory committee that it establishes or continues under subsection 12 (1), or

(ii) consult with persons with disabilities and others, if the council has not established or continued an accessibility advisory committee under subsection 12 (1). 2001, c. 32, s. 11 (1).

## Contents

(2) The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the municipality's by-laws and in its policies, programs, practices and services. 2001, c. 32, s. 11 (2).

## Same

**(3)** The accessibility plan shall include,

(a) a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities;

(b) the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;

(c) a list of the by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons with disabilities;

(d) the measures that the municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and

(e) all other information that the regulations prescribe for the purpose of the plan. 2001, c. 32, s. 11 (3).

## Availability to the public

**(4)** A municipality shall make its accessibility plan available to the public. 2001, c. 32, s. 11 (4).

## Accessibility advisory committees

**12. (1)** The council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee and the council of every municipality having a population of less than 10,000 may establish or continue an accessibility advisory committee. 2001, c. 32, s. 12 (1).

### Duty of committee

**(2)** The committee shall advise the council in each year about the preparation, implementation and effectiveness of its accessibility plan. 2001, c. 32, s. 12 (2).

### Members

**(3)** A majority of the members of the committee shall include persons with disabilities. 2001, c. 32, s. 12 (3).

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### Duty of council

**(4)** The council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

(a) that the council purchases, constructs or significantly renovates;

(b) for which the council enters into a new lease; or

(c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the *Municipal Act, 2001*. 2001, c. 32, s. 12 (4); 2002, c. 17, Sched. C, s. 18 (2).

### Functions

**(5)** The committee shall,

(a) perform the functions set out in this section, including reviewing in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects; and

(b) perform all other functions that are specified in the regulations. 2001, c. 32, s. 12 (5).

### Supplying site plans

**(6)** If the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, the council shall supply them to the committee in a timely manner for the purpose of the review. 2001, c. 32, s. 12 (6).

## **Municipal goods and services**

**13.** In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services. 2001, c. 32, s. 13.

## **Duties of Other Organizations, Agencies and Persons**

### **Public transportation organizations**

**14. (1)** Each year, every public transportation organization shall,

(a) prepare an accessibility plan; and

(b) consult with persons with disabilities and others in preparing the plan. 2001, c. 32, s. 14 (1).

### **Contents**

**(2)** The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the organization's by-laws, if any, and in its policies, programs, practices and services. 2001, c. 32, s. 14 (2).

### **Same**

**(3)** The accessibility plan shall include,

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(a) a report on the measures the organization has taken to identify, remove and prevent barriers to persons with disabilities;

(b) the measures in place to ensure that the organization assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;

(c) a list of the by-laws, policies, programs, practices and services that the organization will review in the coming year in order to identify barriers to persons with disabilities;

(d) the measures that the organization intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and

(e) all other information that the regulations prescribe for the purpose of the plan. 2001, c. 32, s. 14 (3).

### **Availability to the public**

(4) A public transportation organization shall make its accessibility plan available to the public. 2001, c. 32, s. 14 (4).

### **Educational institutions and hospitals**

15. (1) Each year, every Scheduled organization shall,

(a) prepare an accessibility plan; and

(b) consult with persons with disabilities and others in preparing the plan. 2001, c. 32, s. 15 (1).

### **Contents**

(2) The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the organization's by-laws, if any, and in its policies, programs, practices and services. 2001, c. 32, s. 15 (2).

### **Same**

(3) The accessibility plan shall include,

(a) a report on the measures the organization has taken to identify, remove and prevent barriers to persons with disabilities;

(b) the measures in place to ensure that the organization assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;

(c) a list of the by-laws, policies, programs, practices and services that the organization will review in the coming year in order to identify barriers to persons with disabilities;

(d) the measures that the organization intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and

(e) all other information that the regulations prescribe for the purpose of the plan. 2001, c. 32, s. 15 (3).

### **Availability to the public**

(4) A Scheduled organization shall make its accessibility plan available to the public. 2001, c. 32, s. 15 (4).

### **Prescribed agencies**

16. (1) Every agency shall prepare an accessibility policy. 2001, c. 32, s. 16 (1).

## Contents

(2) The accessibility policy shall address the provision of services to persons with disabilities in the policies, programs and practices of the agency. 2001, c. 32, s. 16 (2).

### Joint accessibility policies

(3) Two or more agencies that are each required to prepare an accessibility policy may prepare a joint accessibility policy. 2001, c. 32, s. 16 (3).

### No individual policies

(4) Agencies that prepare a joint accessibility policy are not each required under this Act to prepare an individual accessibility policy if the joint policy meets the requirements of this section for the individual policy. 2001, c. 32, s. 16 (4).

## General

### Joint accessibility plans and committees

#### Joint accessibility plans

17. (1) Two or more ministries, municipalities, organizations specified by a regulation made under clause 23 (1) (g), public transportation organizations or Scheduled organizations that are each required to prepare an accessibility plan and to make it available to the public may prepare a joint accessibility plan and make it available to the public. 2001, c. 32, s. 17 (1).

#### No individual plans

(2) Ministries, municipalities, organizations specified by a regulation made under clause 23 (1) (g), public transportation organizations and Scheduled organizations that prepare a joint accessibility plan and make it available to the public are not each required under this Act to prepare an individual accessibility plan and to make it available to the public if the joint plan meets the requirements of this Act for the individual plan. 2001, c. 32, s. 17 (2).

#### Joint accessibility advisory committees

(3) Two or more municipalities or organizations specified by a regulation made under clause 23 (1) (g) that are each required to establish or continue an accessibility advisory committee may establish or continue a joint accessibility advisory committee. 2001, c. 32, s. 17 (3).

#### No individual committees

(4) Municipalities and organizations specified by a regulation made under clause 23 (1) (g) that establish or continue a joint accessibility advisory committee are not each required under this Act to establish or continue an accessibility advisory committee. 2001, c. 32, s. 17 (4).



## Guidelines for accessibility plans and policies

18. (1) The Government of Ontario shall specify guidelines for the preparation of accessibility plans and policies under this Act, and may establish different guidelines for ministries, municipalities, organizations specified by a regulation made under clause 23 (1) (g), public transportation organizations, Scheduled organizations, agencies and other persons or organizations to follow in preparing their accessibility plans or policies. 2001, c. 32, s. 18 (1).

## Exemptions

(2) A guideline may exempt a ministry, a municipality, an organization specified by a regulation made under clause 23 (1) (g), a public transportation organization, a Scheduled organization, an agency or any other person or organization from the application of a specified provision of the guidelines. 2001, c. 32, s. 18 (2).

## Conflict

(3) A regulation governing the preparation of accessibility plans or policies prevails over a guideline. 2001, c. 32, s. 18 (3).

## Not regulations

(4) The guidelines are not regulations within the meaning of the *Regulations Act*. 2001, c. 32, s. 18 (4).

## Accessibility Advisory Council of Ontario

19. (1) The Minister shall establish a committee of persons to be known in English as the Accessibility Advisory Council of Ontario and in French as Conseil consultatif de l'accessibilité pour l'Ontario. 2001, c. 32, s. 19 (1).

## Members

(2) A majority of the members of the Council shall be persons with disabilities. 2001, c. 32, s. 19 (2).

## Remuneration and expenses

(3) The Minister may pay the members of the Council the remuneration and the reimbursement for expenses that the Lieutenant Governor in Council determines. 2001, c. 32, s. 19 (3).

## Duties

(4) At the direction of the Minister, the Council shall advise the Minister on,  
(a) the implementation of this Act and the preparation of the regulations;

- (b) programs of public information related to this Act;
- (c) the accessibility for persons with disabilities to services provided or funded by the Government of Ontario;
- (d) the accessibility for persons with disabilities to employment opportunities in economic sectors in Ontario; and
- (e) all other matters related to the subject-matter of this Act that the Minister directs. 2001, c. 32, s. 19 (4).

## Reports

- (5) The Council shall give the Minister an annual report on its activities and whatever other reports that the Minister requests. 2001, c. 32, s. 19 (5).

## Accessibility Directorate of Ontario

20. (1) The employees who are considered necessary shall be appointed under the *Public Service Act* to form an office that is under the direction of the Minister and that is known in English as the Accessibility Directorate of Ontario and in French as Direction générale de l'accessibilité pour l'Ontario. 2001, c. 32, s. 20 (1).

## Duties

(2) At the direction of the Minister, the Directorate shall,

- (a) support the Accessibility Advisory Council of Ontario and consult with it;
- (b) conduct research and develop and conduct programs of public education on the purpose and implementation of this Act;
- (c) consult with ministries, municipalities, organizations specified by a regulation made under clause 23 (1) (g), public transportation organizations, Scheduled organizations, agencies or other persons or organizations on the preparation of their accessibility plans and policies under this Act;
- (d) request that the ministries, municipalities, organizations specified by a regulation made under clause 23 (1) (g), public transportation organizations, Scheduled organizations, agencies or other persons or organizations that prepare accessibility plans or policies as required by this Act provide the Directorate with the accessibility plans or policies that the Directorate determines;
- (e) review, in the manner that it determines, accessibility plans or policies from among those that it requests under clause (d);
- (f) consult, as the Minister directs, with the Accessibility Advisory Council of Ontario,

persons with disabilities and those other persons and organizations that the Minister directs to develop codes, codes of conduct, formulae, standards, guidelines, protocols and procedures related to the subject-matter of this Act;

(g) consider the comments that it receives on draft regulations under subsection 23 (2) and make recommendations to the Minister on the draft regulations;

(h) examine and review Acts, regulations, and programs or policies established by Acts or regulations and make recommendations to the Minister for amending them or adopting, making or establishing new Acts, regulations, programs or policies to improve opportunities for persons with disabilities; and

(i) carry out all other duties related to the subject-matter of this Act that the Minister determines. 2001, c. 32, s. 20 (2).

**Note: Section 21 comes into force on a day to be named by proclamation of the Lieutenant Governor. See: 2001, c. 32, s. 33 (1).**

### **Offences**

**21.** The following are guilty of an offence and on conviction are liable to a fine of not more than \$50,000:

1. A ministry that contravenes clause 10 (1) (a) or subsection 10 (4).
2. A municipality or an organization specified by a regulation made under clause 23 (1) (g) that contravenes clause 11 (1) (a) or subsection 11 (4) or a requirement in subsection 12 (1).
3. A public transportation organization that contravenes clause 14 (1) (a) or subsection 14 (4).
4. A Scheduled organization that contravenes clause 15 (1) (a) or subsection 15 (4).
5. An agency that contravenes subsection 16 (1). 2001, c. 32, s. 21.

### **Review of Act**

**22. (1)** The Executive Council shall cause a review of this Act to be undertaken within five years after this section comes into force. 2001, c. 32, s. 22 (1).

### **Contents**

**(2)** The review may include recommendations to improve the effectiveness of this Act. 2001, c. 32, s. 22 (2).

### **Regulations**

**23. (1)** Subject to subsection (2), the Lieutenant Governor in Council may make regulations,

(a) designating an organization that is to come or is not to come within the definition of "ministry" or "Government of Ontario" in section 2;

(b) amending the Schedule in any way, including by adding any organization or class of organizations to the Schedule or removing any organization or class of organizations from it;

(c) subject to subsection (3), naming or describing any organization or class of organizations that is or are to come, or is or are not to come, within the definition of "agency" in section 2;

(d) dealing with any matter that this Act describes as a matter that the regulations may prescribe, specify, designate, set out or otherwise deal with;

(e) specifying what constitutes a significant renovation mentioned in subsection 4 (1) or (4) or clause 12 (4) (a) and a new lease mentioned in subsection 4 (5) or clause 12 (4) (b);

(f) governing the preparation and contents of accessibility plans or policies under this Act;

(g) specifying an organization, other than a municipality or an organization in the private sector, or specifying a class of such organizations, to which section 11, 12 or 13 or any part of them is to apply and specifying the way in which the applicable part of the sections is to apply;

(h) specifying a time period within which the Government of Ontario or any ministry, municipality, organization specified by a regulation made under clause (g), public transportation organization, Scheduled organization, agency or other organization or person is required to comply with an obligation described in this Act if this Act does not specify or otherwise provide a time period for that purpose;

(i) exempting a person, a ministry, a municipality, an organization specified by a regulation made under clause (g), a public transportation organization, a Scheduled organization, an agency, any other organization, a building, structure or premises or a class of any of them from the application of a specified provision of this Act or the regulations;

(j) respecting any matter that the Lieutenant Governor in Council considers necessary to facilitate the implementation or administration of this Act. 2001, c. 32, s. 23 (1).

### **Opportunity for comments**

**(2)** The Lieutenant Governor in Council shall not make a regulation under subsection (1) until it has published a draft of it in *The Ontario Gazette* and allowed interested persons a reasonable opportunity to make comments on the draft to the Accessibility Directorate of Ontario. 2001, c. 32, s. 23 (2).

## Restrictions on agencies

(3) The Lieutenant Governor in Council shall not make a regulation under clause (1) (c) naming or describing any organization or class of organizations that is or are to come within the definition of "agency" in section 2 unless the organization or the members of the class, as the case may be,

(a) provide services to the public;

(b) are not organizations in the private sector; and

(c) are described in one or more of the following items:

(i) they receive ongoing funding from the Government of Ontario, where the total amount of funding received in any year is equal to or greater than the amount specified in the regulations,

(ii) they are created, established or continued by an Act, a regulation or an order in council or operated under an Act, a regulation or an order in council,

(iii) they provide services under a licence issued by Ontario or a municipality,

(iv) they own, lease or manage property or buildings, structures or premises to which the public is admitted,

(v) they hold hearings that are open to the public,

(vi) they have an annual budget equal to or greater than an amount specified in the regulations,

(vii) they have employees and the total number of their employees in any year is equal to or greater than the number specified in the regulations. 2001, c. 32, s. 23 (3).

## Scope

(4) A regulation may be general or particular in its application and may be limited as to place. 2001, c. 32, s. 23 (4).

## Classes

(5) A regulation may create different classes of persons, ministries, municipalities, organizations specified by a regulation made under clause (1) (g), public transportation organizations, Scheduled organizations, agencies, other organizations, buildings, structures or premises and may impose different requirements, conditions or restrictions on or relating to each class. 2001, c. 32, s. 23 (5).

## Same

(6) A class under this Act or the regulations may be defined with respect to any attribute, quality or characteristic or combination of those items and may be defined to consist of or to include or exclude any specified member, whether or not with the same attributes, qualities or characteristics. 2001, c. 32, s. 23 (6).

### Adoption of codes

(7) If the Lieutenant Governor in Council is satisfied that, at the request of the Minister, the Accessibility Directorate of Ontario has consulted with the persons and organizations that the Minister directs under clause 20 (2) (f) with respect to a code, code of conduct, formula, standard, guideline, protocol or procedure, a regulation may,

(a) adopt by reference the code, code of conduct, formula, standard, guideline, protocol or procedure, in whole or in part, with the changes that the Lieutenant Governor in Council considers necessary; and

(b) require compliance with any code, code of conduct, formula, standard, guideline, protocol or procedure so adopted. 2001, c. 32, s. 23 (7).

24.-32. Omitted (amends or repeals other Acts). 2001, c. 32, ss. 24-32.

33. Omitted (provides for coming into force of provisions of this Act). 2001, c. 32, s. 33.

34. Omitted (enacts short title of this Act). 2001, c. 32, s. 34.

### SCHEDULE

1. Every district school board as defined in section 1 of the *Education Act* and every board established under section 68 of that Act.

2. Every hospital as defined in the *Public Hospitals Act* and every private hospital operated under the authority of a licence issued under the *Private Hospitals Act*.

3. A board of governors of a college of applied arts and technology.

4. Every university in Ontario, and its affiliated and federated colleges, that receives operating grants from the Government of Ontario.

2001, c. 32, Sched.

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## Where to Look for Barriers

(from Accessibility Ontario: Accessible Planning Guidelines)

Where to look for barriers to people with disabilities:

### The built environment

- o Exterior to a building
- o Interior of a building
- o Parking areas
- o Drop-off zones
- o Hallways
- o Floors
- o Carpets
- o Lobbies
- o Reception areas
- o Offices
- o Cubicles
- o Washrooms
- o Cafeterias
- o Elevators
- o Escalators
- o Stairs
- o Stairwells
- o Closets
- o Storage areas
- o Lighting

### Physical

- o Furniture
- o Workstations
- o Chairs
- o Doors
- o Door knobs
- o Windows
- o Planters
- o Bathroom hardware
- o Locks
- o Security systems

### Information

- o Books
- o Printed information
- o Web-based resources
- o Signage
- o Bulletin boards
- o Brochures
- o Forms
- o Manuals
- o Fax transmissions
- o Equipment labels
- o Computer screens

### Politics and practice

- o Procurement and purchasing
- o Job postings
- o Hiring
- o Interviewing
- o Training
- o Meetings
- o Promotion
- o By-laws
- o Regulations
- o Rules
- o Protocols
- o Safety and evacuation



## Technological

- Computers
- Operating systems
- Standard software
- Proprietary software
- Web sites
- Keyboards
- Mice
- Printers
- Fax machines
- Telephones
- TTYs
- Photocopiers
- Appliances
- Control panels
- Switches

## Recreational facilities

- Playgrounds
- Gymnasiums
- Swimming pools
- Change rooms
- Theatres
- Auditoria - audience
- Auditoria - stage
- Picnic areas
- Tracks (indoors and outdoors)
- Playing fields
- Climbing bars
- Gymnasium equipment
- Toys

## Communication

- Training
- Receptionists
- Public announcements
- Security staff

## Tools

- Hand tools, manual
- Hand tools, electrical
- Machinery
- Carts and dollies

## Service delivery

- In person
- By telephone
- By mail
- By e-mail
- Via the Web

## Transportation

- Buses
- Trains
- Aircraft
- Water craft (e.g., ferries)
- Cars
- Van